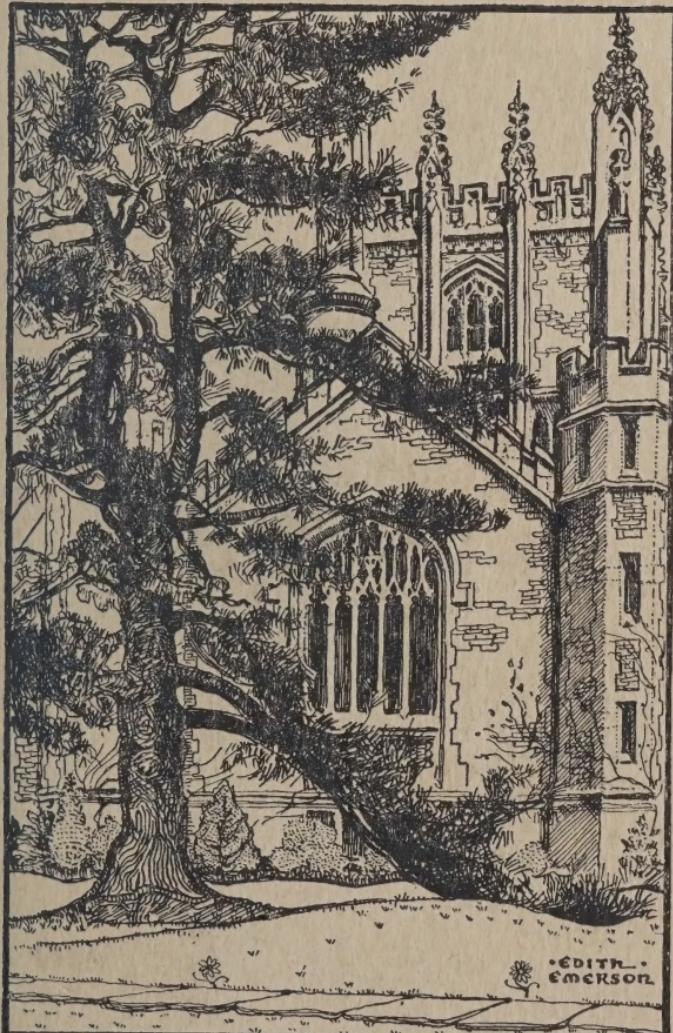


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V 337H

1926



ASSAR·COLLEGE·LIBRARY.



VASSAR COLLEGE  
LIBRARY

HANDBOOK  
FOR NEW STUDENTS

1926



POUGHKEEPSIE, NEW YORK  
VASSAR COLLEGE  
1926

**LIBRARY HOURS**

**MONDAY TO SATURDAY**

8:15 A.M. to 5:30 P.M.

7:15 P.M. to 9:45 P.M.

**SUNDAY**

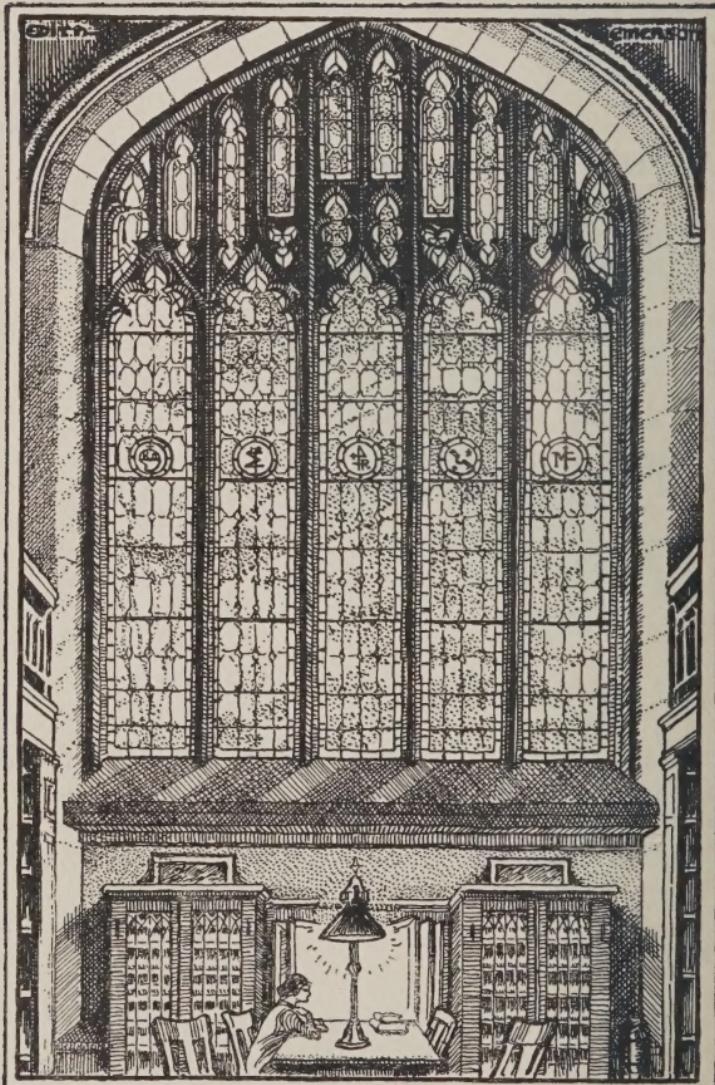
2:15 P.M. to 5:30 P.M.

*The tower is open from 2:30 to 5  
Saturday and Sunday afternoons*

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*Guide to Location of Books and Plan of Library  
inside back cover*



**S**OUTH · WINDOW ·  
VASSAR · COLLEGE · LIBRARY.

## DESCRIPTION OF THE LIBRARY THE BUILDING

The Frederick Ferris Thompson Memorial Library Building is a gift to Vassar College from Mrs. Frederick F. Thompson as a memorial to her husband, who was a trustee of the College from 1885 to 1899, and one of its most generous benefactors. Ground was broken in the spring of 1903, and the completed building was formally presented June 12, 1905. In 1916, an additional gift was made by Mrs. Thompson providing for the addition of two wings forming two enclosed courts. The tapestries and the furnishings were also given by Mrs. Thompson. Above the fireplace is a portrait of Frederick Ferris Thompson by William Quiller Orchardson.

The building, designed by Allen and Collens of Boston, is perpendicular Gothic in style. The exterior is of Germantown granite, the trimmings and the interior of Indiana limestone. The Library is constructed on the alcove plan providing space for about 160,000 books and 800 readers.

The stained glass window<sup>1</sup>, made by John Hardman & Co. of Birmingham, England, represents the conferring of the Doctorate by the University of Padua upon a young Venetian woman, Elena Cornaro, in the year 1678. The ceremony was held in the Cathedral of Padua in the presence of the University authorities and most of the Venetian Senators, together with many invited guests from the Universities of Bologna, Perugia, Rome and Naples.

Other windows contain eighty-two representations in leaded glass of printers' marks used in the fifteenth and sixteenth centuries in various European countries.<sup>2</sup>

On the walls of the central hall hang five Flemish tapestries designed and woven in the middle of the seventeenth century. They are part of a series representing the story of Cupid and Psyche as told by Apuleius.<sup>3</sup>

<sup>1</sup>A pamphlet describing the window may be borrowed at the Loan Desk.

<sup>2</sup>The Library has printed an illustrated list of the printers' marks in the windows. Copies may be borrowed or purchased at the Loan Desk.

<sup>3</sup>A description of the tapestries by E. H. Haight may be borrowed at the Loan Desk.

## CONTENTS AND ARRANGEMENT

The Library contains (August, 1926) about 142,000 *catalogued* books and pamphlets. It has a few manuscripts, collections of book-plates, samplers, photographs and other illustrative material.

The Loan Desk faces the main entrance. It is here that all books must be charged and discharged, whether for home use or for use in another part of the Library. The card catalogue is contained in the cabinets beyond the Loan Desk.

**ARRANGEMENT OF BOOKS.** Books are labeled with combinations of numbers and letters, known as "call numbers", according to which books are arranged on the shelves. The call number represents the subject and author of the book and by means of the call numbers, books on related subjects are brought together on the shelves in accordance with the classification scheme outlined on pages 18-21. The call number appears on the back of the book, on the upper left corner of all its catalogue cards and also on the book card, which the borrower signs. Every book has a call number of its own which will distinguish it from every other book in the Library. The upper part of the number is the classification number, arranged decimaly after the third figure.

*Example:* 942 942A 942.01 942.12 942.3

The lower part of the number is the book number, which is generally an abbreviated form of the author's name. The figures following the initial letter of the book number are arranged as if preceded by a decimal point.

*Example:* B625 B64 B7 B71

All books on the same subject receive the same classification number but each receives a different book number. If a book is kept in the basement, or in one of the special collections, or in a department library, the special location is indicated in *red* on the upper right corner of the catalogue card. If a book is a quarto or folio, the size mark Q or F forms a part of the call number and appears in *red* above the classification number. A quarto or folio, too tall to stand on the regular shelf, is placed on a lower shelf in the same case of shelves in which it would stand if it were of ordinary size. If a book belongs in the Reference Alcove, *Ref* in *red* below the book number, forms a part of the call number.

**HOW TO FIND BOOKS.** There are no library pages. All stu-

## CONTENTS AND ARRANGEMENT

dents have free access to the shelves. After finding the call number of the desired book in the card catalogue consult the *Guide to the location of books* which accompanies the library plan, then go directly to the section designated, where the books are arranged consecutively by their call numbers. In order to keep the most used books on the main floor and in the galleries, many sets of periodicals and books less frequently used are shelved in the basement. There is equally free access to books in the basement and their location is indicated on the same guide which shows the arrangement of books on the main floor. Books may be used near their own places without formality but must be registered at the Loan Desk when taken from one part of the Library to another. If books are not found under their numbers on the shelves, inquiry should be made at the Loan Desk where there should be a record of every book not in its place on the shelf, or in use near by, or on one of the tables near its shelf.

**HOW TO FIND PERIODICALS.** Look for the title of the desired periodical in the card catalogue. Unless a recent issue is wanted the procedure is the same as in looking for books. The location of current numbers is indicated on the catalogue card. If the current numbers are kept in the periodical alcoves consult the "visible index" at the end of stack 8 in the north wing.

**DEPARTMENT LIBRARIES.** Most of the laboratories have small department libraries whose use is regulated by the various departments. The books in the department libraries are included in the catalogue of the central library. The catalogue cards are marked with the name of the department library in the upper right corner. The department libraries are:

Art, in Taylor Hall.

Astronomy, in the Observatory.

\*Botany, in the New England Building.

Chemistry, in Sanders Laboratory of Chemistry.

Geology, in the New England Building.

Medicine, in the Physician's Office.

Music, in Assembly Hall.

Physics, in Sanders Laboratory of Physics.

Physiology, in the New England Building.

\*Zoology, in the New England Building.

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\*The Biology library has been divided into two collections, *Zoology* and *Botany*. Cards in the catalogue marked *Biology* indicate books now in the Zoology library.

## CONTENTS AND ARRANGEMENT

**EXHIBITIONS.** The Library has many treasures from which selections are frequently arranged in the exhibition cases. Newly acquired treasures are placed on exhibition from time to time and loan exhibits are sometimes arranged.

**LOST AND FOUND BOOKS.** Books found in the Library or in any of the other campus buildings are placed in the Library Coat Room to be claimed. Books left unclaimed for more than a year are added to the Library or sold.

**NEW BOOKS.** New books are placed for a week in the New Book Room before they are distributed to their regular places on the shelves.

**NEWSPAPERS.** The Library receives eleven daily papers (five American and six foreign) and eleven weekly papers (two American and nine foreign). It preserves bound files of the *New York Herald* (1843–February 1913) the *New York Times* (1913–date), the *London Times* (weekly edition, 1914–date), the *Manchester Guardian* (weekly edition, July 1919–date), and *Le Temps* (1916–date). It has also a file of the *New York Tribune* from December 1862 to June 1914, the *New York Evening Post* from 1900 to 1919, the *Manchester Guardian* (January 1914–March 1918, January–September 1919), a complete set of *Le Moniteur*, *Niles' Register*, *Hansard's Parliamentary Debates*, the *Congressional Record* and the earlier annals of Congress.

The current numbers of the newspapers are on file in the Newspaper Room.

**PAMPHLETS.** Pamphlets which are of sufficient importance to the library are catalogued and treated as books. Pamphlets of less importance are classified and placed in pamphlet boxes bearing the classification number. A pamphlet box with material on a subject stands on the shelf just before the books on the same subject.

**PERIODICALS.** About eighteen hundred serials are currently received, including annual reports, yearbooks, government documents and irregular continuations.

The most used periodicals are kept, roughly grouped by subjects, in the periodical alcoves in the north wing, until they are ready for binding. An alphabetical guide to the arrangement of these periodicals is at the end of stack 8. Certain other periodicals are sent to the laboratories; others of less general interest are placed in pamphlet boxes or laced in binders and shelved according to their call numbers.

## CONTENTS AND ARRANGEMENT

The periodicals received each day are placed for twenty-four hours on the table for new periodicals, near the fireplace.

Bound periodicals are classified like other books, according to subject, and are shelved with the books on the same subjects. The bound sets of the most used *general* periodicals are shelved in the narrow alcoves of the north wing, the American on the west side, the English on the east side.

**PHILALETHEAN LIBRARY.** The dramatic library of Philaletheis is deposited in the college library and, by the courtesy of the society, may be used with the same freedom as library books.

**REFERENCE BOOKS.** General reference books are shelved in the first two alcoves of the north wing. Reference books for special subjects are generally shelved with the other books on the same subject.

**RESERVED BOOKS.** Books reserved for the use of special classes are placed on tables or shelves reserved for those classes and have colored reserve slips to make it easy to return the books to the proper shelves. A list of the shelves reserved for classes is posted on the chart above the second catalogue case. Reserved books should be promptly *returned to the reserved shelves*, when not actually in use, in order that they may be immediately available to other students.

**SEMINARY ROOMS.** The location of the seminary rooms is shown on the library plan. These rooms are reserved for the use of the departments to which they have been assigned.

**SPECIAL COLLECTIONS.** A brief note about each special collection will be found in the card catalogue under the name of the collection. The special collections are:

Alumnae library, in the Treasure Room.

Bible collection, in the Bible Seminary Room.

Book-plate collection, in the Treasure Room.

Brunn collection, in the south court basement.

Faculty collection, in the Treasure Room.

Justice collection, in the north wing, stacks 25-27.

Matthew Vassar library, in the Treasure Room.

Philalethean library, south wing, west gallery.

Robert Owen collection, Economics Seminary Room.

Sampler collection, in Room C.

Text-book collection, basement, southeast corner.

Vassariana, in the Treasure Room.

## RULES AND PRIVILEGES

All members of the college community and their families are entitled to the free use of the Library.

Non-members of the College who desire to use the Library should apply to the Librarian. A registration list of all who are entitled to use the Library is kept at the Loan Desk. All new members of the College are expected to register in the Library and to read its rules before availing themselves of its privileges.

All new students are expected to come to the Library to register as soon as possible.

### LIBRARY RULES FOR STUDENTS

#### RULES REGARDING THE LOAN OF BOOKS

**RESTRICTION OF CIRCULATION.** The Library is essentially a reference library and the circulation of books is of necessity restricted. During library hours books which are needed for class work are kept in the Library.

Books belonging to the classes named below may not be taken from the Library:

- a. Newspapers and periodicals, bound or unbound.
- b. General reference books: encyclopedias, dictionaries, atlases, etc., including all books shelved in the Reference Alcoves.
- c. Publications of learned societies.
- d. Books in certain special collections; also, books too rare or valuable to be loaned and books whose circulation may for special reasons be restricted by the Librarian.
- e. Unbound material that would be difficult to replace if damaged or lost in circulation.

**LOAN AND RENEWAL.** Books not needed in the Library in connection with class work may be drawn for a period of two weeks. The privilege of renewal allows for an extension of these loans. Books may not be taken out of town without special permission. Books loaned for use on the campus may be quickly recalled and are not likely to be lost. Books taken out of town may not be recalled without delay and are frequently lost. For this reason campus loans are liberal but out of town loans are restricted to

## LIBRARY RULES

books which may be easily replaced and which are unlikely to be urgently needed. The date on which a book is due is stamped on a slip which is placed in the book pocket inside the back cover.

**SPECIAL LOANS.** A book needed for class work may be taken out for the hours during which the Library is closed, if the book does not belong to any of the restricted classes listed above. An agreement must be signed at the Loan Desk to return the book as soon as the Library is opened again. The penalty for the failure to return such books on time is posted on the Loan Desk bulletin board. A student who cannot be relied upon to return such books promptly is deprived of the privilege of drawing them from the Library. A student who has lost her privilege of drawing books may not borrow books in another student's name. An engagement book is kept at the Loan Desk for reservation of books to be taken for the hours of closing. *The reservations in this book are not charges.* A book engaged in this way must be charged by the Loan Desk Assistant before it may be taken from the Library. Students are expected to see that the books they wish to take out have not already been engaged by others. The author card in the catalogue shows how many copies of a book the library has.

**FINES.** Every book not returned or renewed within two weeks becomes subject to a fine of one cent a day. Special fines are charged for failure to return "Special loans" on time. Students having unpaid fines are expected not to draw books from the Library.

**CHARGING OF BOOKS.** Every book taken from the Library must be signed for by the borrower at the Loan Desk. The importance of this rule cannot be overemphasized. A single case of forgetfulness may result in serious delay of important work and in waste of time on the part of the Library Assistants in vainly searching for the unregistered book.

**RETURN OF BOOKS.** Every book taken from the Library must be returned at the Loan Desk, where the charge for it will be cancelled. Borrowers remain responsible for books as long as the books are charged to them.

**RECALL OF BOOKS.** All books taken from the Library are subject to recall by the Librarian and must be returned *immediately* upon receipt of a recall notice. Books recalled for class use, if not returned within twenty-four hours, become subject to the same fine as *Special loans*.

## LIBRARY RULES

### RULES REGARDING THE USE OF BOOKS IN THE LIBRARY

Books should be used, as far as possible, in or near the alcoves in which they belong and should never be taken from one part of the Library to another without being registered at the Loan Desk. To avoid misplacement, all books should be left on the tables, *never returned to the shelves*, with the exception of reserved books. Reserved books should be promptly *returned to the reserved shelves*, when not actually in use, in order that they may be immediately available to other students.

Books should not be left open when not in use. Nothing heavy should be placed upon an open book and nothing thicker than a sheet of paper should be used to keep a place. Bookmarks are freely supplied at the Loan Desk. Tracings may not be made without special permission.

### RULES REGARDING THE USE OF THE LIBRARY BUILDING

Students may not enter or remain in the Library outside of library hours. Any student who disregards this regulation will, at the discretion of the Librarian, forfeit her library privileges.

The seminary rooms may be used only by those who have been authorized to use them.

Ink, except in fountain pens, may be used only at the glass-covered ends of tables. Ink bottles must not be brought into the Library. Fountain pens must be used with special care to avoid defacing books and tables. Fountain pen ink is supplied in the Coat Room. Fountain pens must not be filled from the ink wells on the tables and desks. A pencil sharpener is on the ink table in the Coat Room.

All are expected to coöperate in preserving quiet and order at all times.

### APPLICATIONS TO TAKE BOOKS OUT OVER THE HOLIDAYS

All applications must be made out on blanks provided for the purpose at the Loan Desk. Applications should be presented at the Library at least three days before College closes. Requests must be presented twenty-four hours before books are to be taken away. A book needed for class work may not be taken away without the consent of the instructor conducting the course for which the book is needed. Books not easily replaceable may not be taken away.

Holiday privileges will not be extended to students who cannot be relied upon to return special loans promptly.

## LIBRARY AIDS

### CARD CATALOGUE

The card catalogue is in the Central Hall, beyond the Loan Desk. Cards for authors, subjects, and titles of books in all languages are arranged in a single alphabet in portable trays which may be consulted at the tables near the catalogue cases. The trays should be returned to their places in the cabinets when not in use.

**How to USE THE CATALOGUE.** To find a book by or about an author, look for the author's surname, followed by his given name. Under an author's name the cards are arranged in the following order: (1) Bibliographies. (2) Works about an author. (3) Complete works. (4) Partial collections. (5) Individual works in alphabetical order. (6) \*Secondary entries.

To find what books the library contains on a particular subject, look up the subject in its alphabetical place. There will be for each book on the subject a red-edged card with the subject in red on the top line, arranged in alphabetical order by the author. When the amount of material on a subject is very large, subheads are used to divide it. Subheads are arranged in alphabetical order after the general subject heading, but country subheads follow other subheads in a separate alphabet. *Inverted* subject entries beginning with the same word follow the subheads. Titles beginning with the same word follow all other entries.

<i>Examples:</i>	Education	France
	Education. History	France. History
	Education. England	France. Politics
	Education. Russia	France and the French
	Education, Elementary	
	Education of aliens	

Guide cards generally show the arrangement of subdivisions when there are many entries under a subject. Guide cards are inserted in the catalogue trays to facilitate handling the cards, but a guide is not provided for every name or subject included.

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\*The *main* entry for a book is under the author or body chiefly responsible for the book. *Secondary* entries are made under the names of editors, translators, etc.

## CARD CATALOGUE

To find a book known to you only by title, look for the title in its alphabetical place in the catalogue if the book is fiction or drama or has a striking title. If the title is not distinctive, look under the subject, e. g., look for *History of Spain* under *Spain History*, not under History of Spain. To find Smith's *New classical dictionary of Greek and Roman biography*, if you do not know Smith's given name, do not go through the tray of Smiths but look under the subject heading *Classical dictionaries*, where the card for Smith's dictionary will be quickly found in its alphabetical place.

To find a survey of the literature of a subject, look for bibliography cards standing before the other cards for the subject. Before all the cards for books about engraving, for example, there will stand cards with the heading, *Bibliography of Engraving*.

To find a book *about* a man's life or work, look for the red-edged cards with his name in red on the top line. These precede cards for the books *by* him.

To find material on a subject which does not appear in the card catalogue, look under a more general subject which would include the subject you seek. You may find nothing under *Mendicant friars* but you would find books containing material about the mendicant friars under *Monasticism*.

“See also” reference cards are often inserted directly before subject entries to suggest other subject entries which are more or less closely related; for example, before the entries under *Religious orders* stands a card which reads:

*Religious orders, see also Chivalry, Military religious orders, Monasticism, Nuns, also names of orders, e. g., Franciscans, Templars.*

When the same name is used as a forename and as a surname, the forename precedes the surname. Titles beginning with the same name, whether used as forename or surname, follow all other entries under the name.

*Example: John, Saint*

John, king of England

John, Prester

John Halifax, gentleman

When the same name is used as a personal name and as a place name and as the first word of a title, the order of arrangement is:

## CARD CATALOGUE

(1) Personal names. (2) Place names. (3) Titles.

*Example:* Wells, Herbert George

Wells (England)

Wells by the wayside

Names compounded with prefixes are arranged as single words but compound names of places are arranged as separate words.

*Examples:* DeFoe New England

Dekker New Jersey

De la Mare Newark

Deland Newfoundland

Abbreviations are arranged as if spelled in full but elisions as they are printed. Proper names beginning M', Mc, St., are arranged as if spelled Mac, Saint.

*Examples:* Doctor Faustus MacGill

Dr. Jekyll and Mr. Hyde Mackail

Doctor Thorne McKinley

Doctoral authority M'Laren

The doctor's dilemma Macy

The initial articles "A" and "The", and their equivalents in other languages, are disregarded in the arrangement of titles.

The modified vowels ä, ö ü, in the German, Scandinavian and other languages are arranged as if they were spelled ae, oe, ue.

*Examples:* Für Förster

Fuller Forman

Fur Forster

**ABBREVIATIONS.** A list of the abbreviations used in the card catalogue is posted near the catalogue cases. The following table defines the different symbols which are used in catalogues and bibliographies to describe the sizes of books.

F., or fol. . . . . folio

a book more than 30 cm. high. (11 $\frac{3}{4}$  in.)

Q., or 4<sup>to</sup>, or 4° . . . quarto

a book between 25 and 30 cm. high. (9 $\frac{7}{8}$ -11 $\frac{3}{4}$  in.)

O., or 8<sup>vo</sup>, or 8° . . . octavo

a book between 20 and 25 cm. high. (7 $\frac{7}{8}$ -9 $\frac{7}{8}$  in.)

D., or 12<sup>mo</sup>, or 12° . . . duodecimo

a book between 17.5 and 20 cm. high. (6 $\frac{7}{8}$ -7 $\frac{7}{8}$  in.).

S., or 16,<sup>mo</sup> or 16° . . . sixteenmo

a book between 15 and 17.5 cm. high. (5 $\frac{7}{8}$ -6 $\frac{7}{8}$  in.)

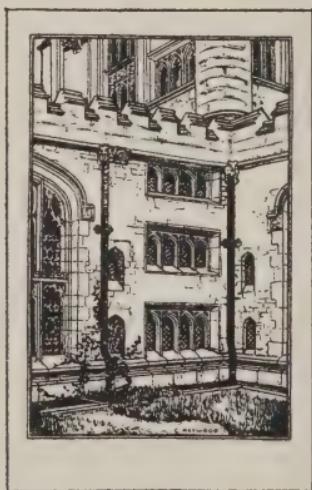
T., or 24,<sup>mo</sup> or 24° . . . twenty-fourmo

a book between 12.5 and 15 cm. high. (4 $\frac{7}{8}$ -5 $\frac{7}{8}$  in.)

## CARD CATALOGUE

**NEW BOOKS.** As soon as a book is received in the Library, a temporary card for it is filed in the catalogue under the author's name to stand there until the regular catalogue cards for the book have been prepared. If a book so represented in the catalogue is needed before its call number has been noted on the temporary card, application should be made for the book at the Loan Desk.

**PERIODICALS.** Periodicals are entered in the catalogue under their titles and also under their subjects with the subhead *Periodicals*. The catalogue card shows the earliest volume of the file the Library has and gives the location of current issues if they are not kept on the shelf with the earlier volumes. The catalogue card refers to the *Serial Record* for the complete record of the Library's holdings but it is necessary to consult the serial record assistant only if the volume desired is not found in its place on the shelf or in the periodical alcove. The *Union list of serials* which is approaching completion will serve as a convenient catalogue of the periodicals in the Library as the holdings of this library are represented in the list. As soon as this list is completed a copy will be available at the Reference Desk giving the call numbers for the periodicals in this library.



## CLASSIFICATION

The books are arranged and numbered, for the most part, according to the *Decimal classification* by Melvil Dewey. All subjects are divided into ten large groups, these ten each divided into ten, and again each one of these into ten. In general, each classification number consists of at least three figures; after the third figure there is placed a decimal point and the numbers following are arranged decimals to permit indefinite expansion. Certain changes have been adopted in this classification to make it more convenient for our use. In literature, the classification of the works of individual authors is by period, not by form, thus keeping an author's works together. There is no "fiction" section in the Library. Stevenson's novels, for example, will be found with his other works, under his special number in the classification, 825St41.

Attention is called to the following exceptions in the numerical arrangement of books by their call numbers:

70 A-Z follows 700	88 A-Z follows 889
78 A-Z follows 780	97 A-Z follows 970
87 A-Z follows 879	

The Library has adopted the plan of having the classification number for each subject appear on the guide card for that subject in the card catalogue so that the catalogue will serve as an index to the classification. The shelf labels help in finding the subdivisions of a subject at the shelves when the location of the general subject is found.

The shelf list, in the first cabinet on the left as you enter the Library, contains a list on cards of the books in the Library arranged by call number in the order in which they stand on the shelves. It is useful in surveying the books the Library has on any particular subject, in that it lists, of course, not only the books which may be found on the shelf at any given time but also all those which are out, in use, or reserved in another part of the Library. The shelf list is also useful in identifying a book from its call number.

The complete classification as used in this library may be consulted on application at the Reference Desk.

A brief outline of the classification follows.

## OUTLINE OF CLASSIFICATION

010	Bibliography.....	North wing, Stack 14
030	General encyclopedias.....	North wing, Stacks 11-12
051	General American periodicals,.....	North wing, West side
052	General English periodicals,.....	North wing, East side
060	General societies.....	North court basement, Stack 42
070	Journalism, Newspapers.....	North wing, Stacks 25-27
080	Book industries.....	North wing, Stack 28
090	Book arts.....	North wing, Stack 28
<b>100</b>	<b>Philosophy.....</b>	<b>West Room</b>
130	Psychology.....	West Room
150	Ancient philosophy.....	West Room
160	Philosophical systems.....	West Room
170	Modern philosophy.....	West Room
180	Ethics.....	West Room
<b>200</b>	<b>Religion.....</b>	<b>West Room</b>
210	Natural theology.....	West Room
220	Bible.....	West wing, North gallery
230	Christianity.....	West wing, North gallery
260	The Church.....	West wing, North gallery
270	Religious history.....	West Room
290	Non-Christian religions.....	West Room
<b>300</b>	<b>Sociology.....</b>	<b>West wing</b>
310	Statistics.....	West wing
320	Political science.....	West wing
330	Economics.....	West wing
340	Law.....	West wing
350	Administration.....	West wing
360	Charities and corrections.....	West wing
370	Education.....	West wing
380	Commerce.....	West wing
390	Customs.....	West wing
<b>500</b>	<b>Science in general.....</b>	<b>South court basement</b>
510	Mathematics.....	West wing, North gallery
520	Astronomy.....	West wing, North gallery
530	Physics.....	West wing, South gallery
540	Chemistry.....	West wing, South gallery
549	Mineralogy.....	West wing, South gallery
550	Geology.....	West wing, South gallery
560	Paleontology.....	West wing, South gallery
570	Biology.....	West wing, South gallery
580	Botany.....	West wing, South gallery

## OUTLINE OF CLASSIFICATION

590	Zoology.....	West wing, South gallery
600	<b>Useful arts</b> .....	West wing, South gallery
610	Medicine. Hygiene.....	West wing, South gallery
620	Engineering.....	West wing, South gallery
630	Agriculture.....	West wing, South gallery
640	Domestic science.....	West wing, South gallery
650	Business methods.....	West wing, South gallery
670	Manufactures.....	West wing, South gallery
690	Building.....	West wing, South gallery
700	<b>Fine arts</b> .....	South wing, West side
70A-Z	Individual artists.....	South wing, West side
720	Architecture.....	South wing, West side
730	Sculpture.....	South wing, West side
740	Drawing.....	South wing, West side
750	Painting.....	South wing, West side
760	Engraving.....	South wing, West side
770	Photography.....	South wing, West side
780	Music.....	South wing, West gallery
78A-Z	Individual musicians.....	South wing, West gallery
790	Amusements.....	South wing, West gallery
800	<b>Language and Literature</b> .....	South wing, West side
810	American literature.....	South wing, West side
813	Modern American authors.....	South wing, West side
820	English literature.....	South wing, West side
822	English authors (1100-1558).....	South wing, East side
823	English authors (1558-1702).....	South wing, East side
824	English authors (1702-1800).....	South wing, East side
825	English authors (1800-date).....	South wing, East side
829	Anglo-Saxon.....	South wing, East side
830	German.....	South wing, West gallery
839	Danish. Icelandic. Norse.....	South wing, West gallery
840	French.....	North wing, East gallery
850	Italian.....	South wing, East gallery
860	Spanish.....	North wing, East gallery
870	Latin.....	South wing, East gallery
87A-V	Individual Latin authors.....	South wing, East gallery
87W-X	Classical studies.....	South wing, East gallery
87Y	Roman antiquities.....	South wing, East gallery
87Z	Classical antiquities.....	South wing, East gallery
880	Greek.....	South wing, East gallery
88A-X	Individual Greek authors.....	South wing, East gallery

## OUTLINE OF CLASSIFICATION

88Y	Greek antiquities	South wing, East gallery
88Z	Classical periodicals	Greek Seminary Room
890	Minor languages and literature	South wing, Stack 27
891.6	Celtic	South wing, Stack 27
891.7	Russian	South wing, Stacks 27-28
899	Folk-lore	South wing, Stack 28
900	<b>History</b>	North wing, East side
910	Geography and travel	North wing, East side
912	Maps. Atlases	North wing, East side
920	Collective biography	North wing, East side
929	Genealogy. Heraldry	North wing, East side
930	Ancient history	North wing, East side
937	Rome	North wing, East side
938	Greece	North wing, East side
940	Europe	North wing, East side
941	Scotland	North Room
941.5	Ireland	North Room
942	England	North Room
943	Germany	North Room
944	France	North Room
945	Italy	North Room
946	Spain	North Room
947	Russia	North Room
948	Norway. Sweden. Denmark	North Room
949	Minor European countries	North Room
950	Asia	North Room
960	Africa	North Room
970	American statesmen	North wing, West gallery
97A-Z	Individual Americans	North wing, West gallery
970.1	American Indians	North wing, West gallery
971	Canada	North wing, West gallery
972	Mexico	North wing, West gallery
972.8	Central America	North wing, West gallery
972.9	West Indies	North wing, West gallery
973	United States	North wing, West gallery
980	South America	North wing, West gallery
990	Oceania	North wing, West gallery
994	Australia	North wing, West gallery

## REFERENCE BOOKS

The term *reference book* is generally used to describe those works which are intended for consultation for specific information rather than for consecutive reading.

Many reference books are made up in full or in part of compilations of information abridged from more comprehensive works on the various subjects. Others consist of monographs written and signed by scholars who are specialists in the subjects treated. These books sometimes contain fuller and more scholarly treatment of a subject than is elsewhere available. Still other reference books are official publications based upon official records and statistics.

For help in the selection and use of reference books the student is referred to the latest edition of Isadore Mudge's *New guide to reference books*. Supplements to this guide appear in the *Library journal*.

General directions cannot easily be given for the use of reference books because works of so many different kinds are included in this group. The inexperienced student needs to be cautioned to use a reference book not simply with the value of the book itself in mind but with a view to its value in relation to the particular piece of work in hand. The same book may be valuable in one connection and worthless in another. In comparing reference books notice the contributors, the character of the contributions and the dates of publication.

**CYCLOPEDIAS AND DICTIONARIES.** General encyclopedias will be found in the east Reference Alcove, in the north wing. A few of the cyclopedias of special subjects are shelved in the west Reference Alcoves. Others are classified with the books on the special subject. The catalogue lists special cyclopedias under the name of the special subject with subhead *Cyclopedias* or *Dictionaries*, e. g.

*Education. Cyclopedias.*

*Painters. Dictionaries.*

Dictionaries of proper names will be found in the catalogue under the subject headings *Names Dictionaries*, *Classical dictionaries*, etc.

## REFERENCE BOOKS

General biographical dictionaries, are shelved in the west Reference Alcove under 920.

Biographical dictionaries for special classes of persons will be found in the catalogue under the headings:

*Artists. Dictionaries.*  
*Authors. Dictionaries.*  
*Authors. German.*  
*Musicians. Dictionaries.*  
*Painters. Dictionaries.*  
*Scientists. Dictionaries.*  
etc.

Dictionaries of geographical names will be found in the catalogue under the headings:

*Geography. Dictionaries.*  
*Names (geographic).*

**ATLASES AND MAPS.** The most used large atlases will be found in the atlas cases in the north wing. General atlases are entered in the catalogue under the heading *Atlases*. Books containing maps of special countries will be found under the names of countries with subheads *Gazetteers* and *Guide books*, e.g.

*England. Gazetteers.*  
*Italy. Guide books.*

Historical atlases will be found in the catalogue under the subject headings:

*Historical atlases.*  
*Classical atlases.*

For other maps consult the map catalogue where it is intended to list every important or useful map in the Library under the country or section which the map represents.

**YEARBOOKS.** General yearbooks and annual encyclopedias are catalogued under the heading *Yearbooks*. Yearbooks of special countries or subjects will be found under the name of the country or subject followed by the subhead *Yearbooks*, e. g.

*China. Yearbooks.*  
*Education. Yearbooks.*

Many of the states publish yearbooks giving general information about the state, its politics and government, with portraits and biographical sketches of its officers. Such handbooks will be found in the catalogue under the names of the states, with subhead *Politics and government*.

## REFERENCE BOOKS

OTHER REFERENCE BOOKS. To find information about literary allusions, origin of common phrases, noted names in fiction, look in the catalogue under the headings:

*Allusions.*

*Nicknames.*

*Literature. Dictionaries.*

*Names. Dictionaries.*

Concordances and dictionaries for individual authors will be found in the catalogue under the name of the author, subhead, *Concordances* or *Dictionaries*, e. g.

*Milton, John. Concordances.*

*Dickens, Charles. Dictionaries.*

The catalogue lists under the headings *Anecdotes*, *Epigrams*, *Maxims*, *Proverbs*, books containing such collections.

The various books of English and foreign quotations which the Library has are placed together in the Reference Alcove under the number 808. One of the best and most accurate English collections is Bartlett's *Familiar quotations*.

Collections of poetry will be found in the catalogue under the headings *French poetry. Collections.* *Greek poetry. Collections.* etc.

Dictionaries of the different languages will be found in the catalogue under the names of the languages with subhead *Dictionaries*, e. g. *English language. Dictionaries.*

In one of the dictionary cases near the Index Table are a French, a German, a Latin and a Greek dictionary for convenient reference. The other copies of the foreign language dictionaries are in their regular places in the classified arrangement of books. The chief English dictionaries are in the dictionary cases near the east Reference Alcove.

Dictionaries of slang, Americanisms, English dialects, obsolete and provincial words will be found in the catalogue under the headings,

*Slang. Dictionaries.*

*Americanisms.*

*English language. Dialects.*

Other reference books about the English language will be found listed in the catalogue under *English language*, with sub-heads *Grammar*, *History*, etc.

## BIBLIOGRAPHIES

The word bibliography has two common meanings. The first is defined in the *Oxford English dictionary* as "The systematic description and history of books, their authorship, printing, publication, editions, etc.", also, as "A book containing such details." The second meaning, "A list of the books of a particular author, or country, or of those dealing with any particular theme; the literature of a subject," is used here.

A selected list of the most useful standard bibliographies is included in the latest edition of Isadore Gilbert Mudge's *New guide to reference books*.

On the bookcase near the reference desk is a "three-foot reference shelf" which contains some of the most useful bibliographical handbooks. Among the most useful of these are:

**Mudge, Isadore Gilbert.**

New guide to reference books. 1923.

A new edition is in preparation.

**League of Nations—Committee on intellectual co-operation.**

Index bibliographicus; international catalogue of sources of current bibliographical information. Geneva. 1925.

**Cross, Tom Peete.**

A list of books and articles, chiefly bibliographical, designed to serve as an introduction to the bibliography and methods of English literary history. 4th ed. Chicago. 1926.

**Morize, André.**

Problems and methods of literary history. Boston. 1922.

**Langlois, C. V.**

Manuel de bibliographie historique. 2d ed. Paris. 1901.  
pt. 1.

**Northup, Clark Sutherland.**

A register of the bibliographies of the English language and literature. New Haven. 1925.

**Reid, E. Emmet.**

Introduction to organic research. N. Y. 1924.

**Wright, John K.**

Aids to geographic research. N. Y. 1923.

## BIBLIOGRAPHIES

The inexperienced student may find the following handbooks helpful:

Hutchins, Margaret.

Guide to the use of libraries...by M. Hutchins, A. S. Johnson, M. S. Williams. 3d ed. N. Y. 1925.

Ward, Gilbert O.

The practical use of books and libraries; an elementary manual. 4th ed. Boston. 1926.

Fay, Lucy E. & Eaton, A. T.

Instruction in the use of books and libraries; a text-book for normal schools and colleges. 2d ed. Boston. 1919.

**SUBJECT BIBLIOGRAPHIES.** Subject bibliographies may be general or may confine themselves to a special place or time or to a special subject. They may aim to be exhaustive or selected, scholarly or popular. The titles may be followed by descriptive notes, by critical notes, or they may be without annotations. They may be classified or unclassified. They may be valuable or worthless.

The most useful bibliography is, of course, one compiled by a specialist in his chosen field. If worthless material is included it is labeled as such. The best books are indicated, and descriptive and critical notes are added when needed.

Other things being equal, a bibliography is likely to increase in value in proportion as it is limited in scope.

In using any bibliography special note must be taken of its date in order that material that has appeared since its publication may not be neglected.

A special effort is made by the Cataloguers to bring out every bibliography under its subject in the catalogue. Entries for extended bibliographies are placed in the catalogue before all the other entries for the subject. Brief bibliographies are mentioned in notes on the subject cards for the books which contain them.

The best cyclopedias and dictionaries of special subjects are often as important for their bibliographical notes as for their articles, and are more convenient to use than special bibliographies when a brief selection of the standard books on a subject is sought.

## BIBLIOGRAPHIES

**CATALOGUES OF OTHER LIBRARIES.** The printed catalogues of other libraries are invaluable in looking up information about books not in our own library. The most important of these which our library contains are the catalogues of the libraries of the British Museum, la Bibliothèque Nationale (Paris), the Peabody Institute (Baltimore), the Boston Athenæum, the Library of the Faculty of Advocates (Edinburgh), and the finding list of Princeton University Library. We also receive the proof sheets for the cards which Harvard University Library prints for its own catalogue.

**TRADE CATALOGUES.** Bibliographies compiled for the purpose of giving information to buyers and sellers of books about editions, publishers, and prices, are called *trade bibliographies*.

The most useful trade lists for finding the prices of American books *in print* are:

The United States catalog and its supplements.

Cumulative book index and its supplements.

Publishers' weekly: the American book trade journal.

The quarterly announcement issues list new and forthcoming publications by author, title and series.

Publishers' trade list annual.

A collection of the trade catalogues of American publishers arranged alphabetically by the firm name.

Usually issued in August.

No general index.

Both American and foreign trade catalogues are in the Book Order Room.

### PERIODICAL LISTS.

Union list of serials in the libraries of the United States and Canada.

In progress: About two hundred libraries are cooperating to publish this list showing the holdings of cooperating libraries.

Severance, Henry Ormal.

A guide to the current periodicals and serials of the United States and Canada. 4th ed. Ann Arbor, Mich., 1920.

— — supplement Dec. 1920 to Jan. 1923. Ann Arbor, Mich., 1923.

An alphabetical title list with addresses and prices followed by a classified list arranged alphabetically by subjects.

**NEWSPAPER DIRECTORY.** N. W. Ayer & Sons of Philadelphia issue each year an *American newspaper annual and directory*.

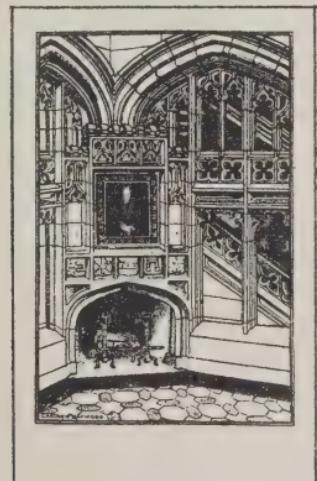
## BIBLIOGRAPHIES

**GOVERNMENT PUBLICATIONS.** The latest edition of Isadore Gilbert Mudge's *New guide to reference books* gives useful suggestions about the use of government publications. A *Guide to United States government publications* by W. I. Swanton, issued by the Bureau of Education as Bulletin 1918, no. 2, is very useful for information about the publications of the various departments of government. To find the books about government documents in this library consult the card catalogue under the subject heading *United States. Government publications*.

The United States Superintendent of documents issues a *Monthly catalogue* of United States public documents with an annual index.

The Division of Documents of the Library of Congress issues a *Monthly list of state publications*, indexed annually.

Publications of governments are not kept together as series in this library but are separately catalogued and classified according to their subjects like other books.



## INDEXES

### INDEXES TO PERIODICALS

The general periodical indexes are on the Index Table in the north wing. The most used series are:

1. Poole's index... 1802-Jan. 1882, 1882-87, 1887-92, 1892-96, 1897-1902, 1902-06.

2. Readers' guide... 1900-1904, 1905-09, 1910-14, 1915-18, 1919-21, 1922-24.

Published monthly, cumulated annually.

3. Readers' guide... supplement 1907-15, 1916-19.

International index to periodicals, 1920-date.

Published in March, May, Sept. and November, cumulated annually. Indexes general periodicals *not included* in the Readers' guide.

4. Magazine subject index... to seventy-nine American and English periodicals; forty-four indexed from their first issues to Dec. 31, 1907, thirty-five indexed for the year 1907.

Annual magazine subject-index, 1908-date.

Includes, as pt. 2, the Dramatic index for 1909-date, which contains the cumulation of the subject index to dramatic material in the quarterly numbers of the *Bulletin of bibliography*.

5. Public affairs information service. Bulletin, 1915-date.

Weekly bulletins with bi-monthly and annual cumulations. An index to current publications concerning public affairs.

6. Agricultural index.

Published monthly excepting January, August and December, cumulated annually. The Library has v. 10, 1925-date.

7. Index medicus; a quarterly classified record of the current medical literature of the world, 1921-date.

An annual index to authors is issued.

8. Quarterly cumulative index to current medical literature.

The Library has v. 5, 1920-date.

A list (with library call numbers) of many of the indexed periodicals is in a loose leaf binder on the Index Table.

### INDEXES TO NEWSPAPERS

The Library has the following newspaper indexes:

New York Tribune. Index 1894-1906.

No more published.

## INDEXES

Street's pandex of the news; a cumulative index and digest of the newspapers of the United States...1908-Nov. 12, 1909.

No more published.

Evening Post. Editorial index of the New York Evening Post. 1907-1917.

No more published.

New York Times. Index. 1913-date.

Quarterly.

An annual index is to be published for:

The United States daily; presenting the...record of the official acts of the legislative, executive and judicial branches of the government.

## INDEXES TO BOOKS

### DRAMA

A useful title index to plays is included under *Drama* in the printed catalogue of the Peabody Institute Library, v. 2, 1885, and in its supplement, v. 2, 1897.

*Dramatic compositions copyrighted in the United States 1870 to 1916*, issued by the Library of Congress, Copyright Office, in 1916, presents in alphabetical arrangement all titles of plays recorded in the Copyright Office during those years. It contains an index to authors, copyright proprietors, translators, etc.

The *Dramatic index*, published as part 2 of the *Annual magazine subject index*, includes books containing dramatic material.

Logasa, Hannah, comp.

An index to one act plays, compiled by H. Logasa and W. VerNooy. Boston, 1924.

A rough slip index to plays in the Library, arranged first by language, second by author, is in preparation.

### ESSAYS

American library association—Publishing section.

The "A. L. A." index. An index to general literature...essays...reports and publications of boards and societies...2d ed...brought down to Jan. 1, 1900. Boston, 1901.

---

Supplement 1900-1910. Chicago, 1914.

## INDEXES

### FABLES, FAIRY TALES, LEGENDS, MYTHS

Eastman, Mary Huse.

Index to fairy tales, myths and legends. Boston, 1915.

### FICTION

Baker, Ernest Albert.

Guide to the best fiction in English. New ed. London, 1913.

Guide to historical fiction. London, 1914.

### POETRY

Granger, Edith, ed.

An index to poetry... Revised ed. Chicago, 1918.

### PORTRAITS

A. L. A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne.

Washington, 1906.

The list of books indexed is checked for books in this library.

### QUOTATIONS

The Library has several indexes to quotations. The latest edition of John Bartlett's *Familiar quotations* is one of the best.

### SHORT STORIES

Firkins, Ina Ten Eyck.

Index to short stories. 2d ed. White Plains, N. Y. 1923.

### INDEXES TO BOOK REVIEWS

Book review digest; devoted to the valuation of current literature (monthly).

Semi-annual and annual cumulation.

Contains abstracts of book reviews from over fifty periodicals.

Poole's index indexes some book reviews. Literary reviews are indexed under the author of the book reviewed. Other reviews are indexed only by the subject of the book.

The Readers' guide indexes important book reviews.

## INDEXES

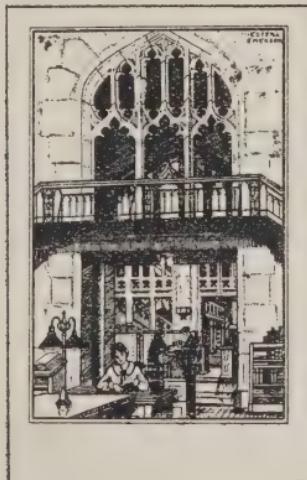
### INDEXES TO GOVERNMENT PUBLICATIONS

The most useful of the general indexes to United States government documents are listed in the catalogue under the subject heading *U. S. Government publications*.

## LIBRARY STAFF

The Librarian is glad to see students in her office at any time, to talk with them about their use of the Library and to receive any suggestions about books or about library arrangements.

Questions about the *location* of books should be asked at the Loan Desk. Inquiries about the use of books and the use of the catalogue should be made at the Reference Desk. The Reference Librarian's chief duty is to try to help the students to use the Library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is glad to help them in the selection of editions of books for their own libraries or in any other way in which her experience may be of use to them.



## SUGGESTIONS

### NOTES ABOUT COMPILING BIBLIOGRAPHIES

Any piece of work is more valuable if it is accompanied by a list of the authorities upon which it is based. However short the list, it *must* be accurate and definite in its information and should be generally consistent in fullness.

In compiling a bibliography keep its purpose constantly in mind. Do not let the interest in collecting beguile you into an unreasoning accumulation of titles.

Make at least a rough working plan before beginning your bibliography. Decide whether you need, for your purpose, to collect all available material, or whether any limitation of time or place or language or treatment may be adopted.

The form of a bibliography is determined by the use which is to be made of it. Decide whether it will better serve its purpose in alphabetical, chronological or classified order.

Whatever the form and content of a bibliography as a whole, the form of entry of each title remains practically the same, varying, as a rule, only in fullness. When the form of entry has been decided upon, follow it consistently. The order of each entry should be:

**Author.** (Surname first, followed by forename or initials.)

**Title.** (Full enough to distinguish and describe the book.)

If you abbreviate the title, indicate the omission by three dots ( . . . ). Never omit the first words of the title. Include the name of the editor or translator.

**Edition** (if other than the first.)

**Place of publication.**

Add the name of the publisher if the bibliography is to be used as a buying list.

**Date of publication.** (Inclusive dates if volumes have different dates.)

Add the copyright date if it differs by more than a year from the date of publication.

**Number of pages, or number of volumes, if more than one.**

The number of pages may often be omitted.

**Illustrations, maps, etc. (if important).**

## COMPILING BIBLIOGRAPHIES

When the bibliographical entry is for part of a book or for an article in a periodical, the form of entry is less definitely fixed by usage. Here follow a few such entries in good form:

Wyer, James Ingersoll, jr.

Practical bibliography. (In *Bulletin of bibliography*. 1902. v. 3, p. 21-23.)

James, Henry.

The poetry of William Morris. (In *his Views and reviews*. Boston, 1908, p. 63-80.)

Stevenson, Robert Louis.

Style in literature. (In Brewster, W. T. ed. *Representative essays*. 1905. p. 262-283.)

Copy the title of the book from the title-page, not from the book cover. Note each title on a separate slip. This permits flexible arrangement and quick handling of material. Note the source of the information at the bottom of the slip for purposes of verification.

In a classified bibliography, it is often useful to include one title under two or more subjects or to enter different parts of one work under different subjects.

If you attempt an exhaustive bibliography, limit your field sufficiently so that your work may be thorough.

In preparing a selected bibliography, consider each entry not only in relation to its value but also in relation to the other books on the list.

A bibliography generally needs critical and descriptive notes to indicate the value and scope of the different works. If the note consists of a quotation, be sure to quote accurately, to show clearly by quotation marks the extent of the quotation and to give definitely the source.

To compile a bibliography of the standard authorities on a subject, a careful study of the critical literature of the subject is necessary.

If the bibliography is to be extensive and much used, it may be most easily handled in a box suited to the size of slips used, with guide cards to separate the different groups of slips. Use a rough classification at first, making a more careful arrangement after all material has been examined. Brief bibliographies may be conveniently kept in envelopes suitably labeled.

## COMPILING BIBLIOGRAPHIES

**GATHERING MATERIAL.** Generally the first step, after the purpose and character of the bibliography have been defined, is to find what other bibliographies of the subject are available. Bibliographies of a subject are entered in the card catalogue before all the other entries under a subject. Every catalogue is itself a bibliography and the section of the library catalogue which concerns your subject is the first to be examined. If the subject does not appear as a heading in the catalogue, look under a more general subject which will include it.

The resources of the Library are not exhausted by searching the catalogue. Reference books, periodicals, newspapers and pamphlet material are also to be kept in mind. Pamphlets sufficiently important are catalogued and treated as books in this library, but less important pamphlets are simply classified and placed in pamphlet boxes on the shelves just before the books on the same subject.

Examine the most comprehensive work on the subject with its accompanying bibliographies and foot notes.

Further material may be found by consulting other bibliographies and the catalogues of other libraries.

After the titles have been collected, examine the books themselves. Note on each slip that the book it represents has been examined, add descriptive or critical notes when needed and group the titles according to the arrangement chosen. If any title which has not been examined is included for any reason, note the fact that it has not been examined.



## BOOKS AND READING

*"God be thanked! who gave us eyes through which the wonderful visions of books can reach our brains. Give us only those closely packed little black marks, between the borders of the white pages, and from their sight the magician conjures up long dispersed armies, ruined cities, great orators of Rome, fierce enemies, heroes and the beauties that beguile them, the winds that blow, the sparkling sea, the hot eastern sun, and the snows of winter."*

*Romain Rolland.*

### A FEW BOOKS ABOUT READING

Bacon, Francis.

Of studies. (In his *Essays* ed. by M. A. Scott, N. Y. 1908. p. 233-235.)

Brandes, Georg.

On reading; an essay. N. Y. 1906.

Bury, Richard de.

Philobiblon... ed. and tr. by E. C. Thomas... N. Y. 1889.

Emerson, Ralph Waldo.

Books. (In his *Society and solitude*. Boston, 1892. p. 181-210.)

Harrison, Frederic.

Choice of books... London, 1896.

Ireland, Alexander, ed.

The book-lover's *enrichiridion*... London, 1890.

Lowell, James Russell.

Books and libraries. (In his *Literary and political addresses*. Boston, 1892. p. 78-98.)

Quiller-Couch, Sir Arthur.

On the art of reading... N. Y. 1920.

Smith, C. Alphonso.

What can literature do for me? N. Y. 1913.

Woodberry, George Edward.

The appreciation of literature... New York, 1907.

## BOOKS AND READING

Many of the departments have prepared lists of books suggested for vacation reading. Reading lists drawn up by the English Department (as a basis for the Dana Prize reading competition) illustrate either the best work of a given author, or the characteristic qualities of a given period or the development of a certain type of literature.

The "Week End Shelf" in the New Book Room is a changing collection of books selected by Library Assistants for students who want suggestions for recreational reading.

### BOOKS ABOUT STUDYING AND NOTE TAKING

Ball, Margaret.

The principles of outlining... Boston, 1910.

Dearborn, George Van Ness.

How to learn easily... Boston, 1916.

Kitson, Harry D.

How to use your mind... 2d ed. Philadelphia, 1921.

Langlois, C. V. & Seignobos, C.

[Note taking] (In their *Introduction to the study of history tr. by G. G. Berry.* London, 1898. p. 101-105.)

Lyman, R. L.

The mind at work in studying, thinking and reading; a source book and a discussion manual. Chicago, 1924.

Seward, S. S.

Note-taking. Boston, 1910.

### BOOKS ABOUT BOOKS AND LIBRARIES

The Library has a very good collection of books on the history of books and printing with much illustrative material. The books listed below are suggested to students who wish to study the subject.

Aldis, Harry G.

The printed book. N. Y. 1916.

Clark, John Willis.

The care of books... 2d ed. Cambridge (England), 1903.

## BOOKS AND READING

Crane, Walter.

Of the decorative illustration of books old and new...3d ed.  
London, 1911.

Davenport, Cyril James H.

The book, its history and development. N. Y. 1908.

Morison, Stanley.

Four centuries of fine printing... London, 1924.

Modern fine printing... London, 1925.

Savage, Ernest Albert.

Old English libraries; the making, collection and use of books  
during the middle ages... London, 1911.

Updike, Daniel Berkeley.

Printing types. Cambridge (Mass.), 1922. 2v.

Winship, George Parker.

Gutenberg to Plantin; an outline of the early history of print-  
ing. Cambridge (Mass.), 1926.

## BOOK BUYING

NEW Books. The *Publishers' weekly* (New York) and the *Publishers' circular* list new publications weekly. Selected lists of new books are published in various periodicals. The *Saturday review of literature*, the *Nation*, *Books* (New York *Herald Tribune*), the *New York Times book review* and the *Times literary supplement* (London) give excellent weekly surveys of new publications.

The *Book review digest* (monthly) is the most convenient place to find reviews of non-technical books of general interest.

The best reviews of books on special subjects are generally found in the journals devoted to those subjects.

Some of the latest catalogues received from publishers are on file in the Book Order Room. Notices of recent publications are on a shelf in the New Book Room.

OLD Books. Secondhand book shops and the catalogues of secondhand book dealers give the best opportunities for securing attractive editions of old books. The Library receives a large number of such catalogues.

## OTHER LIBRARIES

### OTHER LIBRARIES AND READING ROOMS ON THE CAMPUS

The department libraries are listed on page 7.

Raymond Room, south of the reception rooms in Main, was furnished by the gift of two alumnae in memory of John H. Raymond, President of Vassar College, 1864-1878. It contains an attractive collection of books for general reading. The books may not be taken from the room. The Josselyn living-room contains a small collection of books, the gift of an alumna. Additions to both collections are made from time to time.

The Music Department possesses, in addition to its general departmental library of scores, a collection of organ music, a choir library and a very valuable collection of pianoforte works, the gifts of many students in the department. It has also the beginning of a corresponding collection of vocal works, and a valuable library of violin and chamber music, the gift of Gustav Dannreuther.

The Good-fellowship Club has a small circulating library in the club-house for the household employees. It includes a small collection of Polish books.

### ADRIANCE MEMORIAL LIBRARY, POUGHKEEPSIE

**HOURS:** Monday to Saturday, 9:30 A. M. to 9 P. M. (In summer 9:30 A. M. to 8 P. M.). The Reading Room is open Sunday afternoons from two to six during the winter months.

The library is on Market Street about five minutes walk from Main Street. It is freely open to students for reference use. Members of the College who are not Poughkeepsie residents may have borrowing privileges by depositing five dollars as a guarantee with the College Treasurer. The library has about 85,000 volumes. It is rich in books of history, travel and biography.

A list of the periodicals it receives is kept on the Index Table in the College Library.

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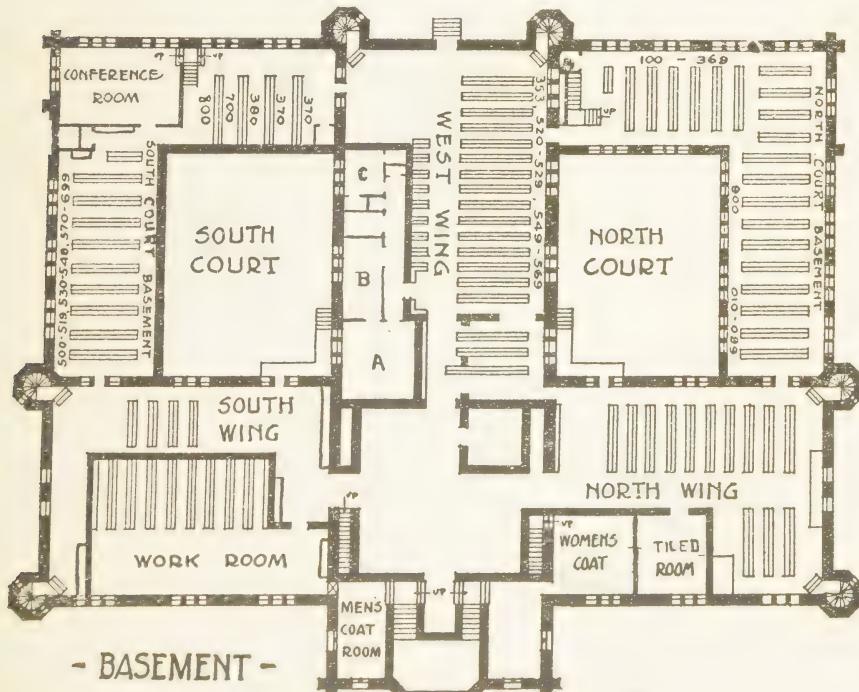
## LOCATION OF BOOKS

010-050 North wing, East side  
 051 North wing, West side  
 052 North wing, East side  
 053-069 North court, Basement  
 070-099 North wing, West side  
 100-219 West room  
 220-269 West wing, North gallery  
 270-299 West room  
 300-339 West wing, North side  
 340-399 West wing, South side  
 500-509 South court, Basement  
 510-529 West wing, North gallery  
 530-699 West wing, South gallery  
 700-779 South wing, West side  
 780-799 South wing, West gallery  
 800-821 South wing, West side  
 822-829 South wing, East side  
 830-839 South wing, West gallery  
 840-849 North wing, East gallery  
 850-859 South wing, East gallery  
 860-869 North wing, East gallery

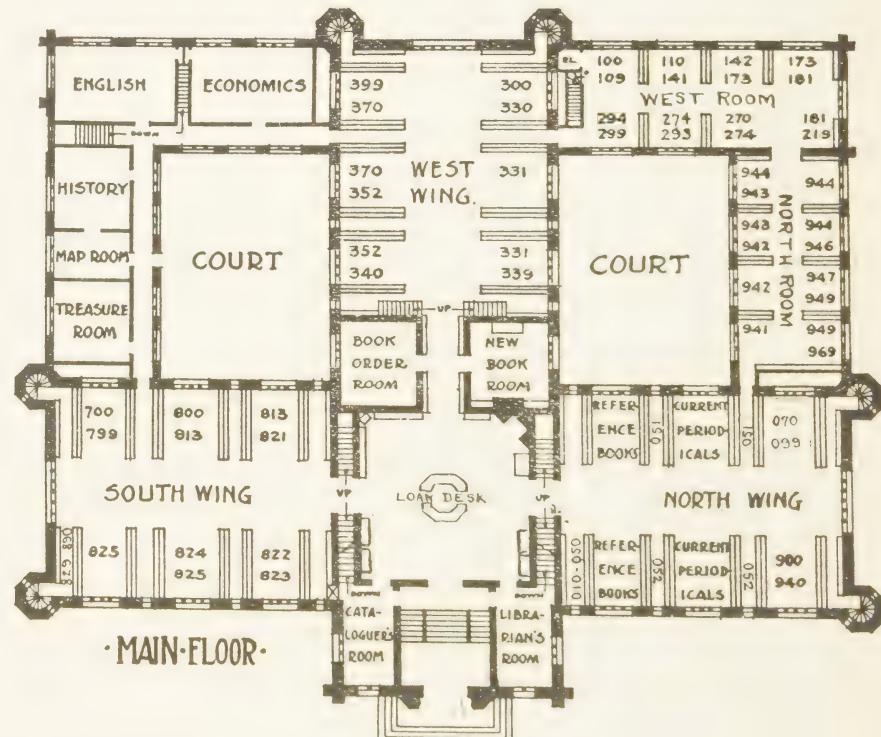
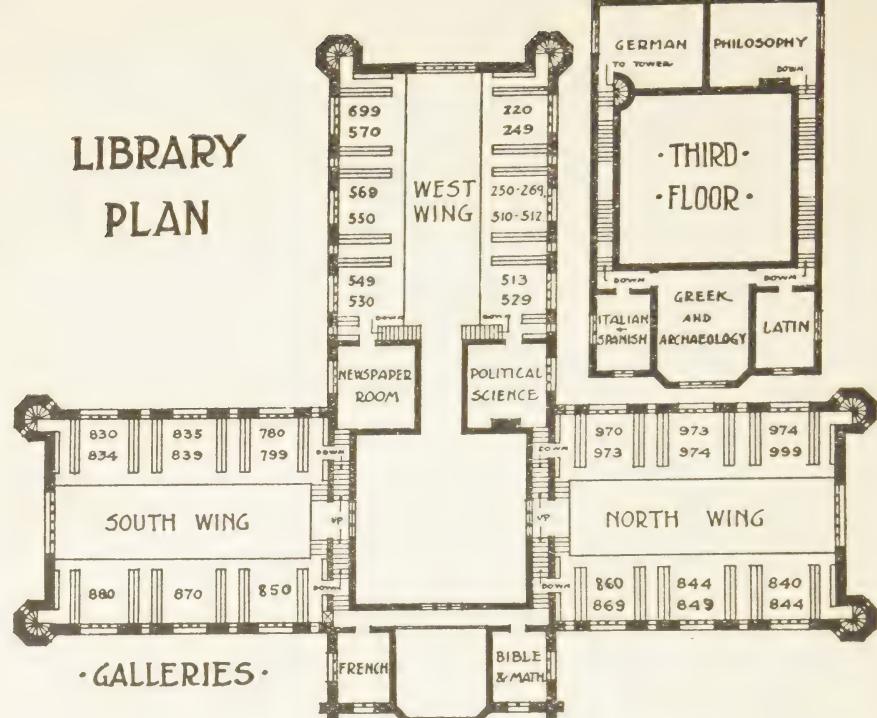
870-88Y South wing, East gallery  
 88Z Greek Seminary Room  
 890-899 South wing, East side  
 900-940 North wing, East side  
 941-969 North Room  
 970-999 North wing, West gallery

## LOCATION OF BOOKS IN THE BASEMENT

010-099 North court, North side  
 100-352 North court, West side  
 353 West wing  
 354-369 North court, North side  
 370-399 South court, West side  
 500-519 South court, South side  
 520-529 West wing  
 530-548 South court, South side  
 549-569 West wing  
 570-699 South court, South side  
 700-899 South court, West side  
 900-999 North court, North side



## LIBRARY PLAN







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V337H

VASSAR COLLEGE LIBRARY



HANDBOOK FOR NEW STUDENTS

1918

Copies of this handbook for general use will be found in the Library. Copies for individual use may be purchased at the Loan Desk

VASSAR COLLEGE LIBRARY

HANDBOOK  
FOR NEW STUDENTS  
1918

POUGHKEEPSIE, NEW YORK  
VASSAR COLLEGE  
1918

## LIBRARY HOURS

### MONDAY TO SATURDAY

8:15 A.M. to 5:30 P.M.

7:15 P.M. to 9:45 P.M.

### SUNDAY

2:30 P.M. to 5:30 P.M.

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“That place that does contain  
My books, the best companions, is to me  
A glorious court, where hourly I converse  
With the old sages and philosophers;  
And sometimes, for variety, I confer  
With kings and emperors, and weigh their counsels.”

BEAUMONT & FLETCHER—*The Elder Brother.*  
Act I, Sc. 2.

## TO NEW STUDENTS

This *Handbook* has been prepared to help you to become quickly acquainted with the Library where so much of your college work will be done. The more independent you become in your use of the Library the greater will be your enjoyment of it and the better you will be able to accomplish your work in it.

It is suggested that you study the *Handbook* at your earliest convenience asking questions about everything that is not clear to you. Do not hesitate to ask for whatever help you need. The Library Staff is here no less to assist you in your use of the Library than to collect and make available its contents. The time you spend at the beginning in learning to find your way about and in becoming familiar with the various library aids will save your time later when work requiring use of the Library begins.

After reading the *Handbook*, look up in the card catalogue books you would like to read and find them in their places on the shelves to be sure that you understand the plan of arrangement.

Do not postpone using the Library for recreation as well as for work. The Library is open Sunday afternoons especially that you may enjoy it at leisure. A few minutes regularly or occasionally at the New Book Table, the New Periodical Table, or the Mail Shelf, will bring you many new interests.

The number of books which a person may borrow is not limited, but a book held by one reader for future use may be wanted by another for present use, so you are expected not to keep out books you are not reading.

When many people are hurrying in and out of the Library it is easy to destroy the atmosphere the books and the building naturally create unless each one cares to help to preserve it. The Library is now *your* Library and the use you make of it will add something to the spirit of the place which you will leave to the students who come after you.



## DESCRIPTION OF THE LIBRARY

### BUILDING

The Frederick Ferris Thompson Memorial Library Building is a gift to Vassar College from Mrs. Frederick F. Thompson as a memorial to her husband, who was a trustee of the College from 1885 to 1899, and one of its chief benefactors. Ground was broken in the spring of 1903, and the completed building was formally presented June 12, 1905. In 1916, an additional gift was made by Mrs. Thompson providing for the addition of two wings forming two enclosed courts. These wings were completed and formally opened for use on Founder's Day, May 3, 1918.

The building is perpendicular Gothic in style. The exterior is of Germantown granite, the trimmings and the interior of Indiana limestone. The Library is constructed on the alcove plan providing space for about 160,000 books and 600 readers. The tapestries, the stained glass window in the west wing, and the furnishings were given by Mrs. Thompson. A portrait of Frederick Ferris Thompson by William Quiller Orchardson hangs above the fireplace.

The stained glass window\* represents "the conferring of the Doctorate by the University of Padua upon a young Venetian woman, Elena Cornaro in the year 1678... The ceremony was held in the Cathedral of Padua in the presence of the University authorities, the professors of all the faculties, the students, and most of the Venetian Senators, together with many invited guests from the Universities of Bologna, Perugia, Rome and Naples."

Other windows contain eighty-two representations in leaded glass of printers' marks used in the fifteenth and sixteenth centuries in various European countries.\*\*

On the walls of the central hall hang five tapestries representing scenes from the story of Cupid and Psyche as told by Apuleius.

---

\*A pamphlet describing the window may be borrowed at the Loan Desk.

\*\*The Library has printed an illustrated list of the printers' marks. Copies may be borrowed or purchased at the Loan Desk.

## CONTENTS AND ARRANGEMENT

The Library contains (August, 1918) about 100,000 *catalogued* books and pamphlets besides several thousand classified but *un-catalogued* pamphlets. It has a few manuscripts, a collection of book-plates and a large amount of illustrative material.

The Loan Desk faces the main entrance. It is here that all books must be charged and discharged, whether for home use or for use in another part of the Library. The card catalogue is contained in three cabinets against the south and west walls.

There are no library pages. All readers have free access to the shelves. Books are arranged on the shelves first according to classification number, then according to book number. (See page 22.) To find where the various numbers are shelved, consult the *Guide to the location of books* which accompanies the chart posted on the end of the first catalogue case. The stack numbers are prominently placed on the ends of the stacks in each wing. In order to keep the most used books on the main floor and in the galleries, many sets of periodicals and books less frequently used are shelved in the basement. There is equally free access to books in the basement and their location is indicated on the same guide which shows the arrangement of books on the main floor.

A book or a series of books kept, for any reason, in a place other than that which its catalogue card indicates, is represented under its number on the shelf by a wooden dummy upon which the actual location of the work is given.

Books may be used near their own places without formality but must be registered at the Loan Desk when taken from one part of the Library to another.

If the books are not found under their numbers on the shelves, inquiry should be made at the Loan Desk where there should be a record of every book not in its place on the shelf, or in use near by, or on one of the tables near its shelf.

General reference books are shelved in the first two alcoves of the north wing. The two middle alcoves are reserved for current periodicals.

**NEW BOOKS.** New books are placed for inspection for a week on a table in the New Book Room before they are sent to their regular places on the shelves. A list of the books recently added to the Library is posted each week in the Library and on the bulletin board of Rockefeller Hall.

**PERIODICALS.** About four hundred periodicals are currently received, not including annual reports, yearbooks, government documents and irregular continuations.

Most of the periodicals regularly received are kept, roughly grouped by subjects, in the periodical alcoves, until they are sent to be bound. An alphabetical guide to the arrangement of these periodicals is posted near by.

Certain other periodicals are sent to the laboratories as soon as they are received; others of less general interest are placed in pamphlet boxes on the shelves with their bound volumes.

The periodicals received during the day are placed for twenty-four hours on the table for new periodicals, near the fireplace.

Bound periodicals are classified like other books according to subject and are shelved with the books on the same subjects. The bound sets of the most used *general* periodicals are shelved in the narrow alcoves of the north wing, the American on the west side, the English on the east side.

**NEWSPAPERS.** The Library receives eleven daily papers and two weekly papers. It preserves bound files of the *New York Herald* (1843-date), the *New York Times* (1913-date) and the *New York Evening Post* (1900-date). It has also a file of the *New York Tribune* from December, 1862 to June, 1914, a complete set of *Le Moniteur*, *Niles' Register*, *Hansard's Parliamentary Debates*, the *Congressional Record* and the earlier annals of Congress.

The newspaper files should be used with especial care since the volumes are practically irreplaceable and will be needed as much by future generations of students as by the students of today.

The current numbers of the newspapers are on file in the Newspaper Room. The current numbers of the *Congressional Record* are kept in the west Periodical Alcove.

**PAMPHLETS.** Pamphlets which are of sufficient importance to our library are treated as books, catalogued, bound or secured in pamphlet binders and placed on the shelves among the books. Pamphlets of less importance are simply classified and are placed in pamphlet boxes bearing the classification number. A pamphlet box stands on the shelf just before the books on the same subject. Book announcements, pamphlets, circulars, etc., are placed for twenty-four hours on the Mail Shelf in the New Book Room for inspection before being filed.

**RESERVED BOOKS.** Books reserved for the use of special classes are placed on tables or shelves reserved for those classes and have colored reserve slips to make it easy to return the books to the proper shelves. A list of the shelves on which books are reserved for particular classes is posted on the chart above the first catalogue case. Reserved books should be promptly *returned to the reserved shelves*, when not actually in use, in order that they may be immediately available to other students.

**SEMINARY ROOMS.** The seminary rooms are reserved for the use of the departments to which they have been assigned.

**TREASURE ROOM.** The Treasure Room contains the Matthew Vassar Library, the Alumnae Library, the Turgenev Library, the collection of book-plates, and other treasures. It is reserved for readers using these collections.

A brief account of the special collections in the library will be found in the 1915 library *Handbook*, copies of which may be consulted at the Loan Desk.

*A list of rare books, manuscripts and autographs in Vassar College Library* was printed in 1917. Copies may be borrowed or purchased at the Loan Desk.

**WEEK END SHELF.** A few shelves in the north wing, stack 14, are kept filled with books suggested for recreational reading.

**PHILALETHEAN LIBRARY.** The library of Philaletheis is deposited in the college library and, by the courtesy of the society, may be used with the same freedom as the books of the college library. It is shelved in the south wing, west gallery, stacks 13-14. The collection is fully catalogued on cards which are filed in the general catalogue of the library. An author card catalogue in a tray stands with the books.

**DEPARTMENT LIBRARIES.** Most of the laboratories have small department libraries adjoining them. The books kept in the department libraries are included in the catalogue of the central library. The catalogue cards for these books are marked with the name of the department library in the upper right corner.

The department libraries are:

Art, in Taylor Hall.

Astronomy, in the Observatory.

Biology, in the New England Building.

Botany, in the New England Building.

Chemistry, in Sanders Laboratory.

Geology, in the New England Building.

Medicine, in the Doctor's Office.

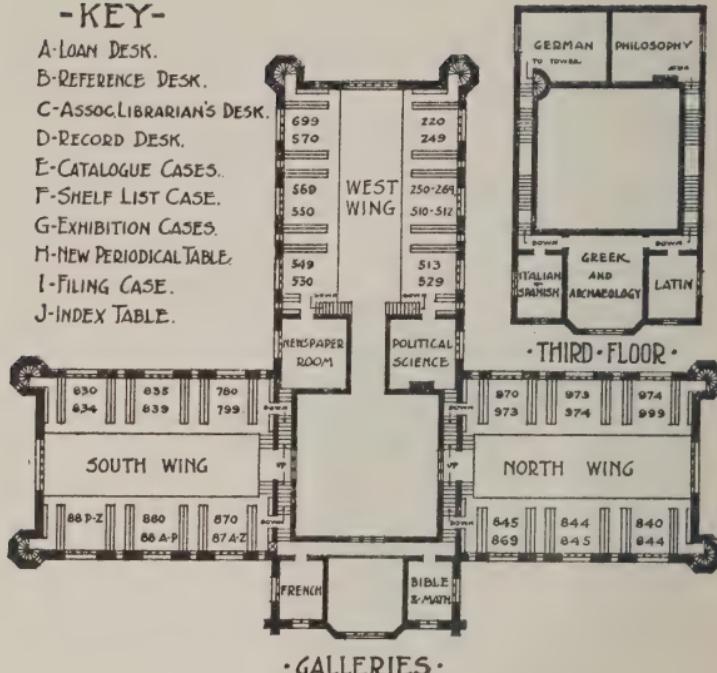
Music, in Music Hall.

Physics, in Vassar Brothers Laboratory.

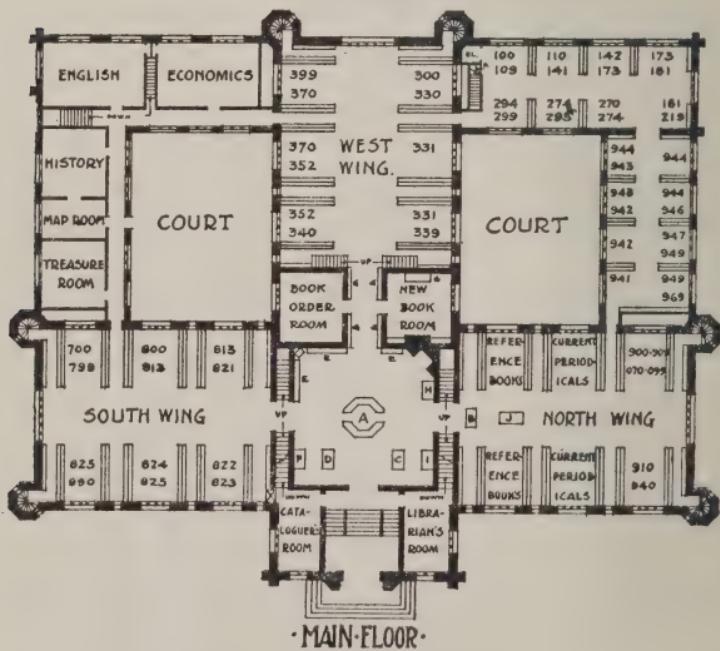
Physiology, in the New England Building.

**-KEY-**

- A-LOAN DESK.
- B-REFERENCE DESK.
- C-ASSOC. LIBRARIAN'S DESK.
- D-RECORD DESK.
- E-CATALOGUE CASES.
- F-SHELF LIST CASE.
- G-EXHIBITION CASES.
- H-NEW PERIODICAL TABLE.
- I-FILING CASE.
- J-INDEX TABLE.



• GALLERIES •



## PLAN OF THE LIBRARY

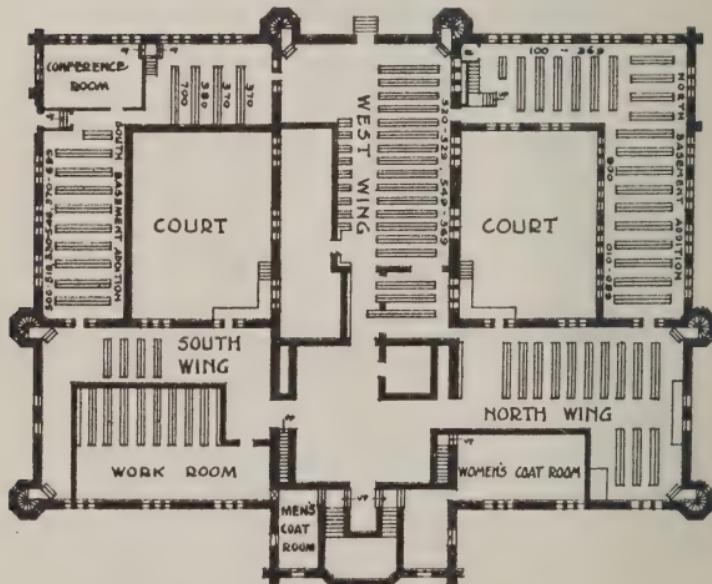
## GUIDE TO LOCATION OF BOOKS

010-051	North wing,	West side
052	" "	East "
053-069	New Basement,	North side
070-099	North wing,	West "
100-219	West Room,	Addition
220-269	West wing,	North gallery
270-299	West Room,	Addition
300-399	West wing	
500-509	New Basement,	South side
510-529	West wing,	North gallery
530-699	" "	South "
700-779	South "	West side
780-799	" "	" gallery
800-821	" "	" side
822-829	" "	East "
830-839	" "	West gallery
840-869	North "	East "
870-88z	South "	" "
890-899	" "	" side
900-909	North "	West "
910-940	" "	East "
941-969	North Room,	Addition
970-999	North wing,	West gallery

For fuller information about the location of books, consult the chart and guide posted at the end of the first catalogue case.

GUIDE TO THE LOCATION OF BOOKS  
IN THE BASEMENT

010-099	North addition,	North side
100-369	North addition,	West side
370-399	South        "	"       "
500-519	"       "	South       "
520-529	West wing	
530-548	South addition,	South side
549-569	West wing	
570-699	South addition,	South side
700-799	South addition,	West       "
800-899	South wing (outside Work Room)	
900-999	North addition,	North side



- BASEMENT -

## LIBRARY RULES

All members of the college community and their families are entitled to the free use of the Library.

Non-members of the College who desire to use the Library should apply to the Librarian. A registration list of all who are entitled to use the Library is kept at the Loan Desk. All new members of the College are expected to register in the Library and to read its rules before availing themselves of its privileges.

All new students are expected to come to the Library to register as soon as possible.

### LIBRARY RULES FOR STUDENTS

#### RULES REGARDING THE LOAN OF BOOKS

**RESTRICTION OF CIRCULATION.** The Library is essentially a reference library and the circulation of books is of necessity restricted. During library hours books which are needed for class work are kept in the Library.

Books belonging to the classes named below may never be taken from the Library:

- a. Periodicals, bound or unbound.
- b. General reference books, i. e., all encyclopedias, dictionaries, atlases, and other books of reference, including all those shelved in the Reference Alcove.
- c. Publications of learned societies.
- d. Books in certain special collections; also, books too rare or valuable to be loaned and books whose circulation may for special reasons be restricted by the Librarian.
- e. Unbound material which would be difficult to replace if damaged or lost in circulation.

**LOAN AND RENEWAL.** Fiction, works of general literature, and other books not closely associated at the time with the work of any department, may be drawn for a period of two weeks. The privilege of renewal allows for an extension of these loans.

The date on which a book is due is stamped on a slip which is placed in the book pocket inside the back cover of the book.

Books may not be taken out of town without special permission.

**FINES.** Every book not returned or renewed within two weeks becomes subject to a fine of two cents a day. Students having unpaid fines are not expected to draw books from the library.

**CHARGING.** Every book taken from the Library must be charged to the borrower at the Loan Desk. The importance of this rule cannot be overemphasized. A single case of forgetfulness may result in serious delay of important work and in waste of time on the part of the library assistants in vainly searching for the unregistered book.

**RETURN OF BOOKS.** Every book taken from the Library must be returned at the Loan Desk, where the charge for it will be cancelled. Borrowers remain responsible for books as long as the books are charged to them.

**RECALL OF BOOKS.** All books taken from the Library are subject to recall by the Librarian and must be returned *immediately* upon receipt of a recall notice. Books recalled for class use, if not returned within twenty-four hours, become subject to the same fine as *Special loans*.

**SPECIAL LOANS.** A book needed for class work may be taken out for the hours during which the Library is closed, if the book does not belong to any of the restricted classes listed above. An agreement must be signed at the Loan Desk to return the book as soon as the Library is opened again. The penalty for failure to return such books on time is posted on the Loan Desk bulletin board. Students who cannot be relied upon to return such books promptly are deprived of the privilege of drawing them from the Library. A student who has lost her privilege of drawing books may not borrow books in another student's name.

**RESERVATION.** An engagement book is kept at the Loan Desk for reservation of books to be taken for the hours of closing. *The reservations in this book are not charges.* A book engaged in this way must be charged by the Loan Desk Assistant before it may be taken from the Library. Students are expected to see that the books they wish to engage have not already been engaged by others.

#### RULES REGARDING THE USE OF BOOKS IN THE LIBRARY

Books should be used, as far as possible, in or near the alcoves in which they belong and should never be taken from one part of the Library to another without being registered at the Loan Desk.

To avoid misplacement all books should be left on the tables, *never returned to the shelves*, with the exception of books reserved for a particular course which should be replaced on the reserve shelf used for the course.

Books should not be left open when not in use. Nothing heavy should be placed upon an open book and nothing thicker than a sheet of paper should be used to keep a place. Book-marks are freely supplied at the Loan Desk.

#### RULES REGARDING THE USE OF THE LIBRARY BUILDING

Students may not enter or remain in the Library outside of library hours. Any student who disregards this regulation will, at the discretion of the Librarian, forfeit her library privileges.

The seminary rooms may be used only by those who have been authorized to do so.

Electric lights above the tables and in the small alcoves should be turned off when not in use.

Ink, except in fountain pens, may be used only at the glass-covered ends of tables. Ink bottles must not be brought into the Library.

All are expected to coöperate in preserving quiet and order at all times, especially in entering and leaving the Library.

#### STUDENT APPLICATIONS TO TAKE BOOKS OUT OVER THE HOLIDAYS

All applications must be made out on blanks provided for the purpose at the Loan Desk.

It is requested that all applications be presented at the Library at least three days before College closes. Requests presented less than twenty-four hours before College closes cannot be granted.

A book needed for class work will not be permitted to go out without the consent of the instructor conducting the course for which the book is needed. Books not easily replaceable may not be taken out.

Students who have failed to return *reserved books* on time will not be allowed vacation loans.

## LIBRARY AIDS

### CARD CATALOGUE

The card catalogue is in the Central Hall, beyond the Loan Desk. Cards for authors, subjects, and titles of books in all languages are arranged in a single alphabet in portable trays which may be consulted at the tables near the catalogue cases. The trays should be returned to their places in the cabinets when not in use.

Anyone not familiar with the use of card catalogues may refer to one of the library handbooks noted on page 36.

**HOW TO USE THE CATALOGUE.** To find a book by or about an author, look for the author's surname, followed by his given name. Under an author's name the cards are arranged in the following order: (1) Bibliographies. (2) Works about an author. (3) Complete works. (4) Partial collections. (5) Individual works in alphabetical order. (6) \*Secondary entries.

To find what books the library contains on a particular subject, look up the subject in its alphabetical place. There will be for each book on the subject a card with the subject in red on the top line, arranged in alphabetical order by author. When the amount of material on a subject is very large, subheads are used to divide it. Subheads are arranged in alphabetical order after the general subject heading, but country subheads follow other subheads in a separate alphabet. *Inverted* subject entries beginning with the same word follow the subheads. Titles beginning with the same word follow all other entries.

---

\*The *main* entry for a book is under the author or body chiefly responsible for the book. *Secondary* entries are made under the names of editors, translators, etc.

*Example*

Education	France
Education. History	France. History
Education. Periodicals	France. Politics
Education. England	France and the French
Education. Russia	
Education, Elementary	
Education, Secondary	
Education in the middle ages	

Guide cards generally show the arrangement of subdivisions when there are many entries under a subject. Guide cards are inserted in the catalogue trays to facilitate handling the cards, but a guide is not provided for every name or subject included.

To find a book known to you only by title, look for the title in its alphabetical place in the catalogue, if the book is fiction or drama or has a striking title. If the title is not distinctive, look under the subject, e. g., look for *History of Spain* under *Spain History*, not under History of Spain.

To find Smith's *New classical dictionary of Greek and Roman biography*, if you do not know Smith's given name, do not go through the tray of Smiths but look under the subject heading *Classical dictionaries*, where the card for Smith's dictionary will be quickly found in its alphabetical place.

To find a survey of the literature of a subject, look for a bibliography card standing before the regular cards for the subject. Before all the cards for books about engraving, for example, there will stand cards with heading,

Bibliography of  
*Engraving*

To find a book *about* a man's life or work, look for the cards with his name in red on the top line. These precede cards for the books *by* him.

To find material on a subject which does not appear in the card catalogue, look under a more general subject which would include the subject you seek. You may find nothing under *Mendicant friars* but you would find books containing material about the mendicant friars under *Monasticism*.

"See also" reference cards are often inserted directly before subject entries to suggest other subject entries which are more or less closely related; for example, before the entries under *Religious orders* stands a card which reads:

Religious orders, see also  
Chivalry  
Military religious orders  
Monasticism  
Nuns, also  
names of orders, e. g.  
Franciscans  
Templars

When the same name is used as a forename and as a surname, the forename precedes the surname. Titles beginning with the same name whether used as forename or surname follow all other entries under the name.

*Example*

Stephen, king of England  
Stephen, Sir Leslie  
Stephen Archer

When the same name is used as a personal name and as a place name and as the first word of a title, the entries are arranged: (1) Personal names. (2) Place names. (3) Titles.

*Example*

London, Jack  
London (England)  
London prodigal

Names compounded with prefixes are arranged as single words.

*Example*

DeFoe  
Dekker  
De la Mare  
Deland

Compound names of places are arranged as separate words.

*Example*

New England  
New Jersey  
Newark  
Newfoundland

Abbreviations are arranged as if spelled in full but elisions as they are printed. Proper names beginning M', Mc, St. are arranged as if spelled Mac, Saint.

*Examples*

Doctor Faustus	MacGill
Dr. Jekyll and Mr. Hyde	Mackail
Doctor Thorne	McKinley
Who wrote it	M'Laren
Wholesale prices	Macy
Who's who	

The initial articles "A" and "The", and their equivalents in other languages, are disregarded in the arrangement of titles.

*Example*

The house  
A house-boat on the Styx  
House decoration

The modified vowels ä, ö, ü, in the German, Scandinavian and other languages are arranged as if they were spelled ae, oe, ue.

*Examples*

Für	Förster
Fuller	Forman
Fur	Forster

**CALL NUMBERS.** Every book has a *call number* of its own, which will distinguish it from every other book in the Library. This number appears on the upper left corner of the catalogue card. The upper part of the number is the classification number arranged decimaly after the third figure. The lower part of the number is the book number, which is generally an abbreviated form of the author's name. The figures following the initial letter of the book number are arranged as if preceded by a decimal point.

*Example*

942	942	942	942
B625	B64	B7	B71

All books on the same subject receive the same classification number but each receives a different book number. The combination of classification number and book number forms the *call number* of the book. If a book is kept in the basement, or in one of the special collections, or in a department library, the special location is indicated in *red* on the upper right corner of the card. If a book is a quarto or folio, the size mark Q or F forms a part of the call number and appears in *red* above the classification number. If a book belongs in the Reference Alcove, *Ref* in *red* below the book number forms a part of the call number.

**NEW BOOKS.** As soon as a book is received in the Library, a temporary card for it is filed in the catalogue under the author's name to stand there until the regular catalogue cards for the book have been prepared. If a book so represented in the catalogue is needed, application should be made for it at the Loan Desk.

ABBREVIATIONS USED IN THE CARD CATALOGUE

app.	appendix	n. p.	{ no place of
aufl.	auflage	n. s.	publication
augm.	augmented	nar.	new series
ausg.	ausgabe	no.	narrow
b.	born	numb.	number
bd.	band	O., 8vo., 8°	numbered
c.	{ copyright, copyrighted	obl.	octavo
cent.	century	p. pp.	oblong
chap.	chapter	pt.	page, pages
cm.	centimeters	ptie.	part
Co.	County	phot.	partie
col.	colored	pl.	photograph
comp.	{ compiler, compiled	por., port.	plate, plates
Cong.	Congress	pref.	portrait
cont.	{ contents, containing,	priv. print.	preface
	continued	pseud.	{ privately printed
cop.	copy, copies	pub.	pseudonym
D., 12 mo., 12°	duodecimo	Q., 4to., 4°	{ publisher published
d.	died	rev.	quarto
dept.	department	S., 16mo., 16°	{ revised, revision
diagr.	diagram	ser.	sixteenmo
diss.	dissertation	sér.	series
e. g.	for example	sig.	série
ed.	{ edited edition	sq.	signature
	editor	sr.	square
engr.	engraver	sup.	senior
enl.	enlarged	suppl.	supplement
F., f., fol.	folio	supt.	{ superintendent
facsim.	facsimile	T., 24mo., 24°	{ twenty- fourmo
fasc.	fascicle	t., th.	teil, theil
fig.	figure	t.	tome
front.	frontispiece	t. p.	title-page
hrsg.	herausgegeben	tab.	table
i. e.	that is	tr.	{ translated translator
ill.	{ illustration illustrator	übers.	translation
illus. }	inaugural	umgearb.	übersetzt
inaug. diss.	dissertation	v., vol.	umgearbeitet
incl.	including	v. p.	volume
jr.	junior	verb.	{ various paging
l.	leaf	verm.	verbesserte
lfg.	lieferung	vs.	vermehrte
ms.	manuscript		versus
n. d.	{ no date of publication		
n. f.	neue folge		

ABBREVIATIONS USED IN THE CATALOGUE TO INDICATE  
THE SIZES OF BOOKS

F., or fol. . . . . folio . . . . a book more than 30 cm. high.  
(11  $\frac{3}{4}$  in.)

Q., or 4<sup>to</sup>, or 4<sup>°</sup> . . . quarto . . . a book between 25 and 30 cm.  
high. (9  $\frac{7}{8}$ -11  $\frac{3}{4}$  in.)

O., or 8<sup>vo</sup>, or 8<sup>°</sup> . . . octavo . . . a book between 20 and 25 cm.  
high. (7  $\frac{7}{8}$ -9  $\frac{7}{8}$  in.)

D., or 12<sup>mo</sup>, or 12<sup>°</sup> . . . duodecimo . . a book between 17.5 and 20 cm.  
high. (6  $\frac{7}{8}$ -7  $\frac{7}{8}$  in.)

S., or 16<sup>mo</sup>, or 16<sup>°</sup> . . . sixteenmo . . a book between 15 and 17.5 cm.  
high. (5  $\frac{7}{8}$ -6  $\frac{7}{8}$  in.)

T., or 24<sup>mo</sup>, or 24<sup>°</sup> . . . twenty-fourmo a book between 12.5 and 15 cm.  
high. (4  $\frac{7}{8}$ -5  $\frac{7}{8}$  in.)

## CLASSIFICATION

The books are arranged and numbered, for the most part, according to the *Decimal classification* by Melvil Dewey. All subjects are divided into ten large groups, these ten each divided in ten, and again each one of these into ten. In general each classification number consists of at least three figures; after the third figure there is placed a decimal point and the numbers following are arranged decimaly to permit indefinite expansion. Certain changes have been adopted in this classification to make it more convenient for our use. In literature the classification of the works of individual authors is by period, not by form, thus keeping an author's works together. There is no "fiction" section in the library. Stevenson's novels will be found with his other works, under his special number in the classification, 825St41.

The Library has adopted the plan of having the classification number for each subject appear on the guide card for that subject in the card catalogue so that the catalogue will serve as an index to the classification.

The shelf labels help in finding the subdivisions of a subject at the shelves when the location of the general subject is found.

The shelf list (F on the chart), near the door of the Cataloguing Room, contains a list on cards of the books in the Library in the order in which they stand on the shelves. It is useful in surveying the books the Library has on any particular subject, as it lists, of course, not only the books which may be found on the shelf at any given time but also all those which are out, in use, or reserved in another part of the Library. The shelf list is also useful in identifying a book from its call number.

The complete classification as used in this library may be consulted at the Reference Desk.

A brief outline of the classification follows.

### OUTLINE OF CLASSIFICATION

010	Bibliography	350	Administration
020	Libraries and reading	360	Charities and corrections
030	General encyclopedias	366	Secret societies
050	General periodicals	367	Social clubs
060	General societies	368	Insurance
070	Journalism. Newspapers	370	Education
080	Book industries	380	Commerce. Communication. Transportation
090	Book arts	390	Customs. Costumes
100	Philosophy	396	Woman's social status
110	Metaphysics		
129	Logic	500	Science in general
130	Psychology	510	Mathematics
150	Ancient philosophy	520	Astronomy
160	Philosophical systems	530	Physics
170	Modern philosophy	540	Chemistry
180	Ethics	549	Mineralogy
		550	Geology
200	Religion	560	Paleontology
210	Natural theology	570	Biology
220	Bible	580	Botany
230	Christianity	590	Zoology
260	The Church		
266	Missions	600	Useful arts
270	Religious history	610	Medicine. Hygiene
290	Non-Christian religions	620	Engineering
		630	Agriculture
300	Sociology	640	Domestic science
310	Statistics	650	Business methods
320	Political science	670	Manufactures
330	Economics	680	Mechanic trades
340	Law	690	Building

700	Fine arts	890	Minor languages and literature
710	Landscape gardening		
720	Architecture	891.6	Keltic
730	Sculpture	891.7	Russian
740	Drawing. Design	899	Folk-lore
750	Painting		
760	Engraving		
770	Photography	900	History
780	Music	910	Geography and travel
790	Amusements. Athletics	912	Maps, Atlases
		920	Collective biography
800	Language and literature	929	Genealogy. Heraldry
801	Comparative philology	930	Ancient history
802	English philology	937	Rome
807	Dialects	938	Greece
808	Rhetoric	940	Europe
809	Literature	940.93	European war
810	American literature	942	England
813	Modern Amer. authors	943	Germany
820	English literature	944	France
825	Modern English authors	945	Italy
829	Anglo-Saxon	946	Spain
830	German	947	Russia
839	Danish. Icelandic. Norse	948	Norway. Sweden. Denmark
840	French	949	Minor European countries
850	Italian	950	Asia
860	Spanish	960	Africa
870	Latin	970	American statesmen
87A-v	Individual Latin authors	97A-z	Individual Americans
87w-x	Classical studies	970.1	American Indians
87y	Roman antiquities	971	British America. Canada
87z	Classical antiquities	972	Mexico. Central America. West Indies
880	Greek		
88A-X	Individual Greek authors	973	United States
88y	Greek antiquities	980	South America
88z	Classical periodicals	990	Oceanica. Polar regions

## REFERENCE BOOKS

The term *reference book* is generally used to describe those works which are intended for consultation for specific information rather than for consecutive reading.

Many reference books are made up in full or in part of compilations of information abridged from more comprehensive works on the various subjects. Others consist of monographs written and signed by scholars who are specialists in the subjects treated. These books sometimes contain fuller and more scholarly treatment of a subject than is elsewhere available. Still other reference books are official publications based upon official records and statistics.

For help in the selection and use of reference books the student is referred to Alice B. Kroeger's *Guide to the study and use of reference books*. 3rd edition, Chicago, 1917.

General directions cannot easily be given for the use of reference books because works of so many different kinds are included in this group. The inexperienced student needs to be cautioned to use a reference book not simply with the value of the book itself in mind but with a view to its value in relation to the particular piece of work in hand. The same book may be valuable in one connection and worthless in another. In comparing reference books notice the contributors, the character of the contributions and the dates of publication.

A few of the most generally useful reference books to be found in this library are listed in the library *Handbook* for 1915, copies of which may be obtained at the Loan Desk.

**CYCLOPEDIAS AND DICTIONARIES.** General encyclopedias will be found in the east Reference Alcove, in the north wing. A few of the cyclopedias of special subjects are shelved in the west Reference Alcove. Others are classified with the books on the special subject. The catalogue lists special cyclopedias under the name of the special subject with subhead *Cyclopedias* or *Dictionary*, e. g.

*Education. Cyclopedias.*

*Painters. Dictionaries.*

Biographical dictionaries are shelved in the west Reference Alcove under 920 except those limited to special groups.

Biographical dictionaries for special classes of persons will be found in the catalogue under

*Artists. Dictionaries.*  
*Authors. Dictionaries.*  
*Authors. German.*  
*Musicians. Dictionaries.*  
*Painters. Dictionaries.*  
*Scientists. Dictionaries.*  
etc.

Dictionarys of geographical names will be found in the catalogue under the headings

*Geography. Dictionaries*  
*Names (geographic)*

The latest edition of *Lippincott's new gazetteer* will be found in the west Reference Alcove.

**ATLASES AND MAPS.** The most used large atlases will be found in the atlas cases near the Reference Desk. General atlases are entered in the catalogue under the heading *Atlases*. Books containing maps of special countries will be found under the names of countries with subheads *Gazetteers* and *Guide books*, e. g.

*England. Gazetteers.*  
*Italy. Guide books.*

Historical atlases will be found in the catalogue under the subject headings,

*Historical atlases.*  
*Classical atlases.*

For other maps consult the map catalogue in the Map Room where it is intended to list every important or useful map in the Library under the country or section which the map represents. A good list of atlases with brief descriptive notes is included in *Guide to the study and use of reference books* by A. B. Kroeger, 3rd edition revised by I. G. Mudge. Chicago, 1917.

**YEARBOOKS.** General yearbooks and annual encyclopedias are catalogued under the heading *Yearbooks*. Yearbooks of special countries or subjects will be found under the name of the country or subject followed by the subhead *Yearbooks*, e. g.

*China. Yearbooks.*  
*Education. Yearbooks.*

Most of the states publish yearbooks of government. Such handbooks are entered in the catalogue under the names of the states, with subhead *Legislative manuals*.

**OTHER REFERENCE BOOKS.** To find information about literary allusions, origin of common phrases, noted names in fiction, look in the catalogue under the headings *Allusions*, *Nicknames*, *Literature*. *Dictionaries*, *Names.Dictionaries*.

Concordances and dictionaries for individual authors will be found in the catalogue under the name of the author, subhead, *Concordances* or *Dictionaries*, e. g.

*Milton. John. Concordances.*

*Dickens, Charles. Dictionaries.*

The catalogue lists under the headings *Anecdotes.Collections*, *Epigrams*, *Maxims*, *Proverbs*, books containing such collections.

#### QUOTATIONS

The various books of English and foreign quotations which the library has are placed together in the Reference Alcove under the number 808. One of the best and most accurate English collections is Bartlett's *Familiar quotations*.

Collections of poetry will be found in the catalogue under the headings *French poetry.Collections*, *Greek poetry.Collections*, etc.

#### LANGUAGES

Dictionaries of the different languages will be found in the catalogue under the names of the languages with subhead *Dictionaries*, e. g.

*English language. Dictionaries.*

*French language. Dictionaries.*

In one of the dictionary cases near the Reference Alcove are one French, one German, one Latin and one Greek dictionary for convenient reference. The other foreign language dictionaries are in their regular places in the classified arrangement of books. The chief English dictionaries are in the dictionary cases near the Reference Alcove.

Dictionaries of slang, Americanisms, English dialects, obsolete and provincial words will be found in the catalogue under the headings,

*Slang. Dictionaries.*

*Americanisms.*

*English language. Dialects*

Other reference books about the English language will be found listed in the catalogue under *English language* with subheads *Grammar*, *History*, etc.

## BIBLIOGRAPHIES

The word bibliography has two common meanings. The first is defined in the *Oxford English dictionary* as "The systematic description and history of books, their authorship, printing, publication, editions, etc.", also, as "A book containing such details." The second meaning, "A list of the books of a particular author, or country, or of those dealing with any particular theme; the literature of a subject," is used here.

A short list of some of the most useful standard bibliographies is included in the 1915 issue of the library *Handbook* which may be obtained at the Loan Desk.

**SUBJECT BIBLIOGRAPHIES.** Subject bibliographies may be general or may confine themselves to a special place or time or to a special subject. They may aim to be exhaustive or selected, scholarly or popular. The titles may be followed by descriptive notes, by critical notes, or they may be without annotations. They may be classified or unclassified. They may be valuable or worthless.

The most useful bibliography is, of course, one compiled by a specialist in his chosen field. If worthless material is included it is labeled as such. The best books are indicated, and descriptive and critical notes are added when needed.

Other things being equal, a bibliography is likely to increase in value in proportion to its limit in scope.

In using any bibliography special note must be taken of its date in order that material that has appeared since its publication may not be neglected.

A special effort is made by the Cataloguer to bring out every bibliography under its subject in the catalogue. Entries for extended bibliographies are placed in the catalogue before all the other entries for the subject. Brief bibliographies are mentioned in notes on the regular subject cards for the books which contain them.

The best cyclopedias and dictionaries of special subjects are as important for their bibliographical notes as for their articles, and are more convenient to use than special bibliographies when information as to the standard books on a subject is sought.

**TRADE CATALOGUES.** Bibliographies compiled for the purpose of giving information to buyers and sellers of books, about editions, publishers, and prices, are called *trade bibliographies*.

The most useful trade lists for finding the prices of American books *in print* are:

The United States catalog; books in print January 1, 1912...3d ed. Minneapolis, 1912.

A supplement for 1912-1917 is in preparation.  
In the Book Order Room.

Cumulative book index; annual cumulation 1912-date.

Cumulative book index; bi-monthly.

In the Book Order Room.

Publishers' weekly: the American book trade journal.

In the Book Order Room.

The Publishers' weekly issues a *Spring announcement number* and a *Fall announcement number*. These list by author and title, with price and publisher, books announced for early publication.

Publishers' trade list annual.

A collection of the trade catalogues of American publishers arranged alphabetically by the firm name.

Generally issued in August.

No general index.

In the Book Order Room.

The trade catalogues which we have of foreign countries are also in the Book Order Room.

#### KEY TO ABBREVIATIONS IN TRADE CATALOGUES

Walter, Frank K.

Abbreviations and technical terms used in book catalogs and in bibliographies. Boston, 1912.

## INDEXES

### INDEXES TO PERIODICALS

The general periodical indexes are on the Index Table in the north wing. The most used series are:

1. Poole's index...1802—Jan. 1882.  
" " 1st sup. 1882-87.  
" " 2d sup. 1887-92.  
" " 3d sup. 1892-96.  
" " 4th sup. 1897-1902.  
" " 5th sup. 1902-1906.

2. Readers' guide...1900-1904.  
" " 1905-1909.  
" " 1910-1914.  
" " (annual), 1915-date.  
" " [monthly]-date.

Beginning with 1905 the *Readers' guide* indexes with periodicals a number of reports and composite books (collections of essays, lectures, travel, sketches, etc.), thus forming a supplement to the *A. L. A. Index to general literature*.

3. Readers' guide...supplement 1907-1915.  
" " 1916-date.

Published in January, March, May, Sept. and November, cumulated annually.

Indexes periodicals *not included* in the Readers' guide.

4. Magazine subject index...v. 1. 1908.

Vol. 1 forms a basic volume, indexing forty-four periodicals from their first issues to Dec. 31, 1907, and thirty-five for the year 1907.

Annual magazine subject-index 1908-date.

Includes as pt. 2 the Dramatic index for 1909-date.

Contains the cumulation of the subject index in the quarterly numbers of the *Bulletin of bibliography*.

The *Athenaeum subject index to periodicals* and *Public affairs information service Bulletin* are also on the Index Table.

The magazines in this Library which are included in these indexes are listed with their call numbers on typewritten sheets in a loose leaf binder, on the Index Table.

The more special periodicals are not indexed in the *Readers' guide*. Some have separate indexes and others are entirely unindexed.

## INDEX TO BOOK REVIEWS

Book review digest; devoted to the valuation of current literature (monthly).

Cumulated annually.

Contains abstracts of book reviews from over fifty periodicals.

## INDEXES TO NEWSPAPERS

The Library has the following newspaper indexes:

New York Tribune. Index 1894-1906.

No more published.

Street's pandex of the news; a cumulative index and digest of the newspapers of the United States... 1908—Nov. 12, 1909.

No more published.

Evening Post. Editorial index of the New York Evening Post. 1907- date.

Issued annually.

New York Times. Index. 1913-date.

Quarterly.

These indexes are in the Reference Alcove in the north wing.

## INDEX TO CURRENT EVENTS

Business digest, 1917-date.

Issued weekly; cumulated quarterly as *The Current business cyclopedia*. Preceded by *Index to dates and Information*.

## INDEXES TO BOOKS

### DRAMA

A useful title index to plays is included under *Drama* in the printed catalogue of the Peabody Institute Library, v. 2, 1885, and in its supplement, v. 2, 1897.

### ESSAYS

American library association—Publishing section.

The "A. L. A." index. An index to general literature... essays... reports and publications of boards and societies... 2d ed... brought down to Jan. 1, 1900. Boston, 1901.

— — — — — Supplement 1900-1910. Chicago, 1914.

Supplemented by the *Readers' guide*, which indexes not only periodicals but also a number of reports and composite books.

#### INDEXES TO GOVERNMENT DOCUMENTS

The most useful of the general indexes to United States government documents are listed in the catalogue under the subject heading *U. S. Government publications. Indexes.*

These indexes are conveniently listed and annotated in a pamphlet by James I. Wyer, jr., *United States government documents.* Albany, N. Y. 1906. The most important department indexes as well as the general indexes are represented.

#### POETRY

Granger, Edith, ed.

An index to poetry and recitations... Chicago, 1904.

#### PORTRAITS

A. L. A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne. Washington, 1906.

The list of books indexed is checked for books in this library.

#### SHORT STORIES

Firkins, Ina Ten Eyck.

Index to short stories. White Plains, N. Y., 1915.

## LIBRARY STAFF

The Librarian is glad to see students in her office at any time, to talk with them about their use of the library and to receive any suggestions about book-buying or library arrangements.

Questions about the *location* of books should be asked at the Loan Desk. Inquiries about the use of books and the use of the catalogue should be made at the Reference Desk. The Reference Librarian's chief duty is to try to help the students to use the library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is glad to help them in the selection of editions of books for their own libraries or in any other way in which her experience may be of use to them.

## LIBRARY HANDBOOKS

The inexperienced student may find the following books helpful in learning how to use the library.

Kroeger, Alice Bertha.

Guide to the study and use of reference books...3rd edition, revised...by I. G. Mudge. Chicago, 1917.

Ward, Gilbert O.

The practical use of books and libraries; an elementary manual. 3rd ed. Boston, 1917.

"...very elementary instruction for young persons, such as high school students...who do not know how to use books and libraries."

Fay, Lucy E. & Eaton, A. T.

Instruction in the use of books and libraries; a text-book for normal schools and colleges. Boston, 1915.

New edition in preparation.

Lowe, John Adams.

Books and libraries; a manual of instruction in their use, for colleges. Boston, 1916.

Hopkins, Florence M.

Reference guides that should be known...Detroit, [1916]

Connolly, Louise.

How to use a library. Woodstock, Vermont, 1917.

## SUGGESTIONS

### NOTES ABOUT COMPILING BIBLIOGRAPHIES

Any piece of work is more valuable if it is accompanied by a list of the authorities upon which it is based. However short the list, it *must be* accurate and definite in its information. Its form and content depend upon its purpose, but without accuracy and definiteness it is useless.

In compiling a bibliography keep its purpose constantly in mind. Do not let the interest in collecting beguile you into an unreasoning accumulation of titles.

Make at least a rough working plan before beginning your bibliography. Decide whether you need, for your purpose, to collect all available material, or whether any limitation of time or place or language or treatment may be adopted.

The form of a bibliography is determined by the use which is to be made of it. Decide whether it will better serve its purpose in alphabetical or chronological or classified order.

Whatever the form and content of a bibliography as a whole, the form of entry of each title remains practically the same, varying as a rule only in fullness. The order of each entry should be author, title, imprint (i. e. the place of publication, the name of the publisher and the date of publication, usually printed at the foot of the title page). For the *simplest* bibliographical note, author, title and date of publication\* are sufficient. The ordinary bibliography should give author, title, edition, place of publication, date of publication, number of volumes (if more than one). It is important to include the publisher if the bibliography is to be used as a buying list. A bibliography of rare books needs a very full description of each title.

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\*If the work is in more than one volume with different dates of publication, give the inclusive dates.

When the bibliographical entry is for part of a book or for an article in a periodical, the form of entry is less definitely fixed by usage.

Here follow a few such entries in good form:

Wyer, James Ingwersoll, jr.

Practical bibliography. (In *Bulletin of bibliography*. 1902. v. 3, p. 21-23.)

James, Henry.

Views and reviews. Boston, 1908. *The poetry of William Morris*, p. 63-80.

or

James, Henry.

The poetry of William Morris. (In his Views and reviews, Boston, 1908. p. 63-80.)

Stevenson, Robert Louis.

Style in literature. (In Brewster, W. T. ed. *Representative essays*. 1905. p. 262-283.)

Note each title on a separate slip. This permits flexible arrangement and quick handling of material. Note the source of the information at the bottom of the slip for purposes of verification.

In a classified bibliography, it is often useful to include one title under two or more subjects or to enter different parts of one work under different subjects.

Make reference cards from one form of name to another, or from one subject to another, whenever such references would be useful.

If the bibliography is to be extensive and much used, it may be most easily handled in a box suited to the size of slips used, with guides to separate the different groups of slips. Use a rough classification at first, making a more careful arrangement after all material has been examined. Brief bibliographies may be conveniently kept in envelopes suitably labeled.

If you attempt an exhaustive bibliography, limit your field sufficiently so that your work may be thorough. An exhaustive bibliography generally needs critical and descriptive notes to indicate the value and scope of the entries.

To compile a bibliography of the standard authorities on a subject, a careful study of the critical literature of the subject is necessary.

In preparing a selected bibliography consider each entry not only in relation to its value but also in relation to the other books on the list.

**GATHERING MATERIAL.** Generally the first step, after the purpose and character of the bibliography have been defined, is to find what other bibliographies of the subject are available. Bibliographies of a subject are entered in the catalogue before all the other entries under a subject. Every catalogue is itself a bibliography and the section of the library catalogue which concerns your subject is the first to be examined. If the subject does not appear as a heading in the catalogue, look under a more general subject which will include it.

The resources of the Library are not exhausted by searching the catalogue only. Reference books, periodicals, newspapers and pamphlet material are also to be kept in mind. Pamphlets sufficiently important are catalogued and treated as books in this library, but less important pamphlets are classified only and placed in pamphlet boxes on the shelves just before the books on the same subject.

Examine the most comprehensive work on the subject with its accompanying bibliographies and foot notes.

Further material may be found by consulting other bibliographies and the catalogues of other libraries.

After the titles have been collected, examine the books themselves, add descriptive or critical notes when needed and group the titles according to the arrangement chosen. If any title which has not been examined is included for any reason, note the fact that it has not been examined.

## READING

### A FEW BOOKS ABOUT READING

Bacon, Francis.

Of studies. (In his *Essays* ed. by M. A. Scott. N. Y. 1908. p. 233-235.)

Baldwin, James.

The book lover... Chicago, 1902.

Brandes, Georg.

On reading; an essay. N. Y. 1906.

Bury, Richard de.

Philobiblon... ed. and tr. by E. C. Thomas... N. Y. 1889.

Emerson, Ralph Waldo.

Books. (In his *Society and solitude*. Boston, 1892. p. 181-210.)

Harrison, Frederic.

Choice of books... London, 1896.

Ireland, Alexander, ed.

The book-lover's *encliridion*... London, 1890.

Woodbury, George Edward.

The appreciation of literature... New York, 1907.

## NOTE TAKING

Seward, S. S.

Note-taking. Boston, 1910.

Langlois, C. V., & Seignobos, C.

[Note taking] (In their *Introduction to the study of history* tr. by G. G. Berry. London, 1898. p. 101-105.)

### A FEW BOOKS ABOUT BOOKS

Aldis, Harry G.

The printed book. N. Y. 1916.

Bouchot, Henri.

The printed book, its history, illustration, and adornment... tr. by E. C. Bigmore... London, 1887.

Clark, John Willis.

The care of books... 2d ed. Cambridge (England) 1903.

Crane, Walter.

Of the decorative illustration of books old and new... 3d ed. London, 1911.

Davenport, Cyril James H.  
The book, its history and development. N. Y. 1908.

Duff, Edward Gordon.  
Early printed books. London, 1893.

Herbert, John Alexander.  
Illuminated manuscripts. London, 1911.

Holme, C. Geoffrey, ed.  
Modern book illustrators and their work... London, 1914.

Koopman, Harry Lyman.  
The booklover and his books. Boston, 1917.

Madan, Falconer.  
Books in manuscript... London, 1893.

Morris, William.  
The ideal book; an address. N. Y. 1899.

Pollard, Alfred William.  
Fine books... London, 1912.

Savage, Ernest Albert.  
Old English libraries; the making, collection and use of books during the middle ages... London, 1911..

## BOOK BUYING

NEW BOOKS. The regular trade publications attempt to list all books as they appear. Selected lists of new books are published in various periodicals. Useful lists are those published in the *Dial* and the *New York Times Review of Books* (weekly).

The *Book Review Digest* (monthly) is the most convenient place to find reviews of specific books.

The *Nation* and the *Dial* contain good reviews of current literature, also the *Saturday Review*, *Athenæum* and *Spectator*.

The best book reviews are generally found in the journals devoted to special subjects.

Some of the latest catalogues received from publishers are on file in the Book Order Room.

OLD BOOKS. Secondhand book shops and the catalogues of secondhand book dealers give the best opportunities for securing attractive editions of old books. The Library receives a large number of such catalogues. They are filed in the Book Order Room.

## OTHER LIBRARIES

### OTHER LIBRARIES AND READING ROOMS ON THE CAMPUS

The reading room in Main Building is supplied with several magazines and newspapers for the college year. It is supported by contributions from students living in Main Building, but is open to all members of the college.

Raymond Room, south of the reception rooms in Main, was furnished by the gift of two alumnae in memory of John H. Raymond, President of Vassar College, 1864-1878. It contains an attractive collection of books for general reading. The books may not be taken from the room. The Josselyn Library contains a similar collection of books, the gift of an alumna. Additions to both collections are made from time to time.

Each hall has a small reading room and the students in the hall subscribe to a few newspapers and magazines for the use of the residents of the hall.

The Music Department possesses, in addition to its Department Library of pianoforte scores, a collection of organ music, a choir library, a very valuable collection of pianoforte works—the gifts of many students in the department, the beginning of a corresponding collection of vocal works, and a valuable library of violin and chamber music, the gift of Gustav Dannreuther.

The Good-fellowship Club has a small circulating library in the club-house for the household employees. It includes a small collection of Polish books.

### ADRIANCE MEMORIAL LIBRARY, POUGHKEEPSIE

**HOURS:** 10 A.M. to 8 P.M., daily except Sundays and legal holidays.  
(Open until 9 P. M. for reference use only.)

The library is on Market Street about five minutes walk from Main Street. It is freely open to students for reference use. Members of the College who are not Poughkeepsie residents may have borrowing privileges by depositing five dollars as a guarantee with the College Treasurer. The library has over 57,000 volumes. It is rich in books of history, travel and biography.

A list of the periodicals it receives is kept on the Index Table in the College Library.

It is a depository library for United States government documents and the College Library depends on it for such documents as the College does not receive.

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37H ✓

# VASSAR COLLEGE LIBRARY



FREDERICK FERRIS THOMPSON MEMORIAL  
VASSAR COLLEGE LIBRARY

HANDBO

1915

Copies of this handbook for general use will be found in the Library. Copies for individual use may be purchased at the Stationery Department, Main Building, or at the Loan Desk in the Library.

VASSAR COLLEGE LIBRARY

HANDBOOK

1915

TRIAL EDITION

POUGHKEEPSIE, NEW YORK  
VASSAR COLLEGE  
1915

#### LIBRARY HOURS

When College is in session the Library is open daily, except Sundays,

8:15 A. M. to 5:30 P. M.

7:15 P. M. to 9:45 P. M.

The Library is open Sundays for reading only,

2:30 P. M. to 5:00 P. M.

#### LIBRARY COMMITTEE OF THE TRUSTEES

George E. Dimock, A. B., Chairman

John H. Deane, A. M.

Andrew J. Townson

Charles M. Pratt, A. M.

James M. Bruce, A. M.

#### LIBRARY COMMITTEE OF THE FACULTY

Henry Noble MacCracken, Chairman (*ex officio*)

Lucy Maynard Salmon, A.M. (term expires 1915)

Aaron Louis Treadwell, Ph.D. (term expires 1916)

Laura Johnson Wylie, Ph.D. (term expires 1917)

Amy Louise Reed, A.B. (*ex officio*)

#### LIBRARY STAFF

Amy Louise Reed, A.B., Librarian

Adelaide Underhill, A.B., Associate Librarian

Fanny Borden, A.B., B.L.S., Reference Librarian

Mary Belle Ackerly, A.B., Assistant Librarian

Mary Mumper Shaver, A.B., Cataloguer

Margaret Norton, A.M., B.L.S., Assistant Cataloguer

Elisabeth Weeks, A.B., Loan Desk Assistant

Ruth Emily Smith, A.B., Loan Desk Assistant

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Susan Josephine Huber, Stenographer

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## INTRODUCTION.

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The College Library must not only collect and preserve and make available the records of knowledge, speculation and imagination, but also, as far as possible, supplement the work of the various departments in teaching the students independence and resourcefulness in investigation, and discretion and accuracy in the use of material. On the one hand, it must try by its arrangement and by its various records to make all its resources available; on the other hand, it must try to have all its machinery of so simple a kind that it will guide and not bewilder the least experienced student.

This handbook is designed to increase facility in using the library. It makes no attempt to give any library guidance for the study of any particular subject, regarding such guidance as entirely within the province of the special department. It merely attempts to place in convenient form some general information about books and libraries which is likely to be useful to any student.

A brief account will be given of the library opportunities available to members of the college, followed by a short description of the most important kinds of library aids and an enumeration of some of the most useful library tools. The final chapter contains suggestions intended to help the student's literary labors.

The use of the Library, even apart from its place in connection with regular class work, ought to make an unforgettable part of every student's college life. Its unrestricted open shelves, its exhibitions, the stately dignity of the building, all give unspoken invitations to learning. The Library ought to be a help in the process of relating the various fields of thought studied and of combining the results of individual pieces of work.

The Library should contribute its part toward developing in the student definite purpose, direct method, fair judgment. However small its contribution toward this end, it should at least effect that no student should fail to take away some familiarity with library methods and an enjoyment of the atmosphere of books which will make her feel to some degree at home in any library.

F. Borden.



## VASSAR COLLEGE LIBRARY

**BUILDING.** The Frederick Ferris Thompson Memorial Library Building is a gift to Vassar College from Mrs. Frederick F. Thompson as a memorial to her husband, who was a trustee of the College from 1885 to 1899, and one of its chief benefactors. Ground was broken in the spring of 1903, and the completed building was formally presented June 12, 1905.

The building\* is perpendicular Gothic in style. The exterior is of Germantown granite, the trimmings and the interior of Indiana limestone. The tapestries, the stained glass window in the west wing, and the furnishings throughout were given by Mrs. Thompson. A portrait of Frederick Ferris Thompson by William Quiller Orchardson hangs above the fireplace.

The stained glass window represents "the conferring of the Doctorate by the University of Padua upon a young Venetian woman, Elena Cornaro in the year 1678... The ceremony was held in the Cathedral of Padua in the presence of the University authorities, the professors of all the faculties, the students, and most of the Venetian Senators, together with many invited guests from the Universities of Bologna, Perugia, Rome and Naples."

Other windows contain eighty-two representations in leaded glass of printers' marks used in the fifteenth and sixteenth centuries in various European countries. A guide to the printers' marks with a brief reading list about them, will be found at the New Book Table.

On the walls hang five tapestries representing scenes from the story of Cupid and Psyche as told by Apuleius.

Around the walls of the Newspaper Room is a hand colored autotype copy of the Bayeux tapestry one-third the size of the original.

**CONTENTS AND ARRANGEMENT.** The Library contains (June 1915) about 85000 *catalogued* books and pamphlets besides several thousand classified but *uncatalogued* pamphlets. It has a few manuscripts, a collection of book-plates and a large amount of illustrative material. About four hundred periodicals are currently received, not including annual reports, yearbooks, government documents and irregular continuations. A list of the periodicals in the Library will be found in the catalogue under the subject heading *Periodicals*.

---

\*A description of the building was published in *The Library Journal*, November 1906. Reprints of this article may be obtained at the Loan Desk.

The Library receives thirteen daily papers: from New York, the *New York Times*, *New York Tribune*, *Evening Post* and *The Call*; from Boston, the *Boston Transcript* and the *Christian Science Monitor*; from Poughkeepsie, the *Poughkeepsie Eagle-News*; from Albany, the *Albany Journal*; from Rochester, the *Democrat Chronicle*; from Manchester, England, the *Manchester Guardian*; from Berlin, *Berliner Tageblatt*; from Paris, *Le Temps*; from Milan, *Corriere della Sera*. It receives two weekly papers, the *London Times* and the *Springfield Republican*. It preserves bound files of the *New York Herald* (1843-date), the *New York Times* (1913-date), and the *New York Evening Post* (1900-date). It has also a file of the *New York Tribune* from December 1862 to December 1914, a complete set of *Le Moniteur*, *Niles' Register*, *Hansard's Parliamentary Debates*, the *Congressional Record* and the earlier annals of Congress.

The newspaper files should be used with especial care since the volumes are practically irreplaceable and will be needed as much by future generations of students as by the students of today.

The Library is not a government depository library but it regularly receives such series of documents as it requires and it secures as they appear irregular publications which fall within the scope of its collection. It depends on the depository collection in the Adriance Memorial Library in Poughkeepsie for its occasional use of other government publications. With the exception of a small number, the documents which we have are not arranged in the regular congressional series but are separately classified according to subject and are catalogued under the departments or bureaus responsible for them.

The Loan Desk faces the main entrance. It is here that all books must be charged and discharged, whether for home use or for use in another part of the Library. The card catalogue is contained in three cabinets against the south and west walls.

There are no library pages. Each reader finds from the card catalogue the numbers of the books desired and goes to the shelves for the books. If the books are not found under their numbers on the shelves, inquiry should be made at the Loan Desk where there should be a record of every book not in its place on the shelf, or in use near by, or on one of the tables near its shelf.

A book or a series of books kept, on account of size or other special reason, in a place other than that which its catalogue card indicates, is represented under its number on the shelf by a wooden dummy upon which the actual location of the work is written.

For purposes of classification, all subjects are divided into ten large groups—these ten each divided in ten—and again each one

of these into ten. In general each classification number consists of at least three figures; after the third figure there is placed a decimal point and the numbers following are arranged decimaly to permit indefinite expansion.

Each book has in addition to its classification number a book number which is placed below the classification number. All books on the same subject receive the same classification number but each receives a different book number. The book number is generally an abbreviated form of the author's name. The combination of classification number and book number forms the *call number* of the book. Every book has a *call number* of its own which will distinguish it from every other book in the Library.

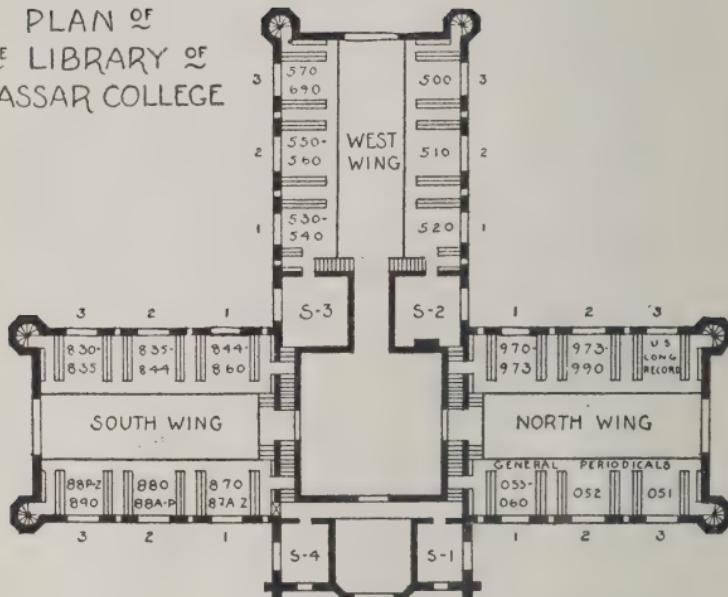
The *relative location of books* means an arrangement which aims to assign to each book as it comes to the library a logical location in relation to other books on the same or a related subject. To secure this arrangement the Library uses the *Decimal classification* by Melvil Dewey, with its convenient notation. In this Library a number of changes have been made in the *Decimal classification* to adapt it better to this particular collection of books. The *classification* is the orderly arrangement of subjects. The *notation* is the combination of numbers and letters used to denote the subject, to facilitate keeping the books in the logical order.

The classification numbers assigned to the various subjects are shown by the brief outline of the classification (p. 14).

The complete classification as used in this library may be consulted at the Reference Desk.

The chart on the following page, together with the *Guide to location of books* opposite, shows where the various numbers are shelved.

PLAN OF  
THE LIBRARY OF  
VASSAR COLLEGE



A - LOAN DESK

B - REFERENCE DESK

C - ASSOCIATE LIBRARIAN'S DESK

D - RECORD DESK

E - CATALOGUE CASES

F - SHELF LIST CASE

G - EXHIBITION CASES

H - NEW BOOK TABLE

I - NEW PERIODICAL TABLE

J - INDEX TABLE

GALLERIES

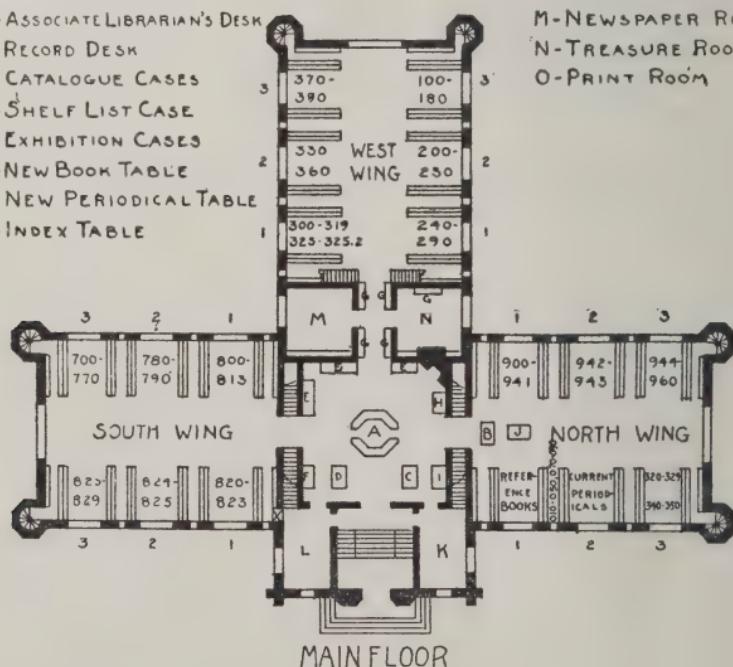
K - LIBRARIAN'S OFFICE

L - CATALOGUING ROOM

M - NEWSPAPER ROOM

N - TREASURE ROOM

O - PRINT ROOM



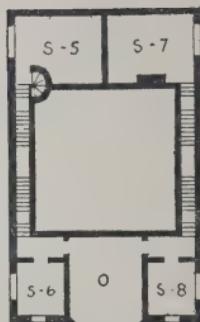
MAIN FLOOR

## GUIDE TO LOCATION OF BOOKS

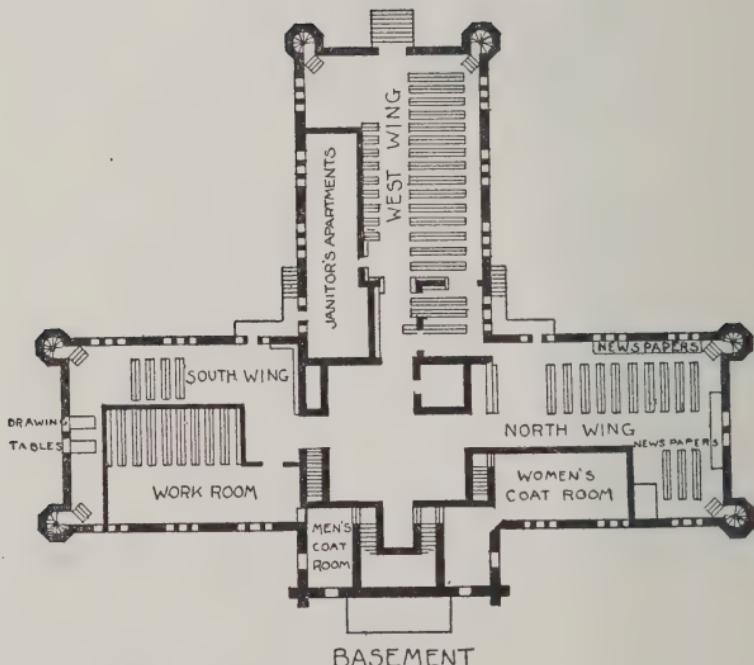
010-050	North wing,	Stacks 9-10.
051-060	" "	East gallery.
070-090	" "	Stack 10.
100-290	West	" North side.
300-319	"	South side.
320-324	North	" Stack 4.
325-325.2	West	" South side.
325.3-329	North	" Stack 4.
330-339	West	" South side.
340-350	North	" Stacks 4-6.
360-390	West	" South side.
500-520	"	North gallery
530-600	"	South gallery.
700-813	South	" West side.
820-829	"	East side.
830-860	"	West gallery.
870-890	"	East gallery.
900-960	North	" West side.
970-999	"	West gallery.

## SEMINARY ROOMS

S-1 BIBLE AND MATHEMATICS	2 <sup>o</sup> FL N.E.
S-2 ECONOMICS	2 <sup>o</sup> FL N.W.
S-3 ENGLISH AND PHILOSOPHY	2 <sup>o</sup> FL S.W.
S-4 FRENCH	2 <sup>o</sup> FL S.E.
S-5 GERMAN	3 <sup>o</sup> FL S.W.
S-6 GREEK	3 <sup>o</sup> FL S.E.
S-7 HISTORY	3 <sup>o</sup> FL N.W.
S-8 LATIN	3 <sup>o</sup> FL N.E.



THIRD FLOOR



**BASEMENT.** Some books have been retired to the storage stacks in the basement because of lack of space, infrequent use, or because they are out of date. The catalogue cards for these books are marked *Basement*. The books kept in the basement are arranged in the same order as the books on the regular shelves and will be found in the same wing in the basement as that to which their numbers would assign them if in their regular places.

**SEMINARY ROOMS.** There are eight small seminary rooms in the Library which have been assigned to the departments that most need them for conducting seminary classes and for such conferences as it is necessary to hold in the Library. On account of the open construction of the Library the passing in and out of classes is extremely disturbing unless the greatest care is taken. The walls are by no means sound proof, so that if voices are loud they are heard throughout the building. For both these reasons it is desirable to confine the classroom use of the seminary rooms to such courses as really need, on account of the character of work done, to meet in the Library. The location of the seminary rooms is shown on the plan. The Print Room over the entrance is at the disposal of the Librarian and application for its use should be made directly to her.

## OUTLINE OF CLASSIFICATION

010	Bibliography	350	Administration
020	Libraries and reading	360	Charities and corrections
030	General encyclopedias	366	Secret societies
050	General periodicals	367	Social clubs
060	General societies	368	Insurance
070	Journalism. Newspapers*	370	Education
080	Book industries	380	Commerce. Communication. Transportation
090	Book arts	390	Customs. Costumes
100	Philosophy	396	Woman's social status
110	Metaphysics		
129	Logic	500	General science
130	Psychology	510	Mathematics
150	Ancient philosophy	520	Astronomy
160	Philosophical systems	530	Physics
170	Modern philosophy	540	Chemistry
180	Ethics	549	Mineralogy
		550	Geology
200	Religion	560	Paleontology
210	Natural theology	570	Biology
220	Bible	580	Botany
230	Christianity	590	Zoology
260	The Church		
266	Missions	600	Useful arts
270	Religious history	610	Medicine. Hygiene
290	Non-Christian religions	620	Engineering
		630	Agriculture
300	Sociology	640	Domestic science
310	Statistics	650	Business methods
320	Political science	670	Manufactures
330	Economics	680	Mechanic trades
340	Law	690	Building

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\*Bound newspapers are in the basement, north wing.

700	Fine arts	890	Minor languages and literatures
710	Landscape gardening		
720	Architecture	891.6	Keltic
730	Sculpture	891.7	Russian
740	Drawing. Design	899	Folk-lore
750	Painting		
760	Engraving		
770	Photography	900	History
780	Music	910	Geography and travel
790	Amusements. Athletics	912	Atlases
		920	Collective biography
		929	Genealogy. Heraldry
800	Language and literature	930	Ancient history
801	Comparative philology	940	Europe
802	English philology	942	England
808	Rhetoric	943	Germany
809	Literature	944	France
810	American literature	945	Italy
820	English literature	946	Spain
830	German	947	Russia
839	Danish. Icelandic. Norse	948	Norway. Sweden. Denmark
840	French	949	Minor European countries
850	Italian	950	Asia.
860	Spanish	960	Africa
870	Latin	970	American statesmen
87A-v	Individual Latin authors	97A-z	Individual Americans
87w-x	Classical studies	970.1	American Indians
87y	Roman antiquities	971	British America. Canada
87z	Classical antiquities	972	Mexico. Central America. West Indies.
880	Greek	973	United States
88A-x	Individual Greek authors	980	South America
88y	Greek antiquities	990	Oceanica. Polar regions
88z	Classical periodicals		

**RESERVED Books.** Books reserved for the use of special classes are placed on the ledges above the tables reserved for those classes and have various colored reserve slips to make it easy to return the books to the proper shelves. A list of the tables on which books are reserved for particular classes follows:

Art . . . . .	South wing, West side	. . . . .	Table 3
Astronomy . . .	West " North gallery	. . . . .	" 1
Bible A, B, C, D	" " " side	. . . . .	" 2
Bible E, F . . .	" " " "	. . . . .	" 1
Bible study . . .	" " " "	. . . . .	" 1
Biology . . . . .	" " South gallery	. . . . .	" 2
Chemistry . . . .	" " " "	. . . . .	" 1
Economics A . . .	" " " side	. . . . .	" 1
Economics (except A)	" " " "	. . . . .	" 2
Education . . . .	" " " "	. . . . .	" 3
English:			
Freshman . . .	South " East "	. . . . .	" 2
Sophomore . . .	" " " "	. . . . .	" 1
English A, B . .	" " " "	. . . . .	Stack 28
C (Argumentation)	" " West "	. . . . .	Table 1
D, T, I	English seminary room.		
E, G, H, J, K, Q, R	South wing, East side	. . . . .	" 3
L, M, N, O . . .	" " West "	. . . . .	" 2
P . . . . .	" " " "	. . . . .	" 1
Ethics . . . . .	West " North "	. . . . .	" 2
French . . . . .	South " West gallery	. . . . .	" 2
Geology . . . . .	West " South "	. . . . .	" 2
German (except E, F)	South " West "	. . . . .	" 3
German E, F . . .	" " " "	. . . . .	" 1
Greek . . . . .	" " East "	. . . . .	" 2
Greek archaeology	" " " "	. . . . .	" 3
History:			
History 1 . . .	North wing, West side	. . . . .	Table 1
History A, F, N, R, J	" " " gallery	. . . . .	" 1
" B, K, P, Q	" " " side	. . . . .	" 2
" C, O . . .	" East "	. . . . .	" 3
" D . . .	Newspaper room		
" E . . .	South wing, East gallery	. . . . .	" 3
" G, H, L . .	North " West side	. . . . .	" 3
" M . . .	History seminary room		
Italian . . . . .	South wing, West gallery	. . . . .	" 1
Latin . . . . .	" " East "	. . . . .	" 1

Latin P . . . .	South wing, East gallery	Table 3
Mathematics . . .	West " North "	" 2
Missions . . . .	" " " side	" 1
Music . . . .	South " West "	" 2
Philaletheian Society	" " " "	" 2
Philosophy . . . .	West " North "	" 3
Physics . . . .	" " South gallery	" 1
Physiology . . . .	" " " "	" 3
Political science . .	North " East side	" 3
Psychology . . . .	West " North "	" 3
Spanish . . . .	South " West gallery	" 1

Changes in this list and additions to it will be noted on the chart posted above the first catalogue case.

**NEW BOOKS.** New books are placed for inspection on a table near the fireplace before they are sent to their regular places on the shelves. A list of the books recently added to the Library is posted each week in the Library and on the bulletin board of Rockefeller Hall.

**PAMPHLETS.** Pamphlets which are of sufficient importance to our library are treated as books, catalogued, bound or secured in pamphlet binders and placed on the shelves among the books. Pamphlets of less importance are simply classified and are placed in pamphlet boxes bearing the classification number. A pamphlet box stands on the shelf just before the books on the same subject.

**PERIODICALS.** Most of the periodicals regularly received by the Library are kept in the periodical alcove (north wing, east side, alcove 2) until they are ready to be bound. The periodicals are roughly grouped by subject—the latest numbers being exposed on the shelves, the back numbers placed in the drawers below and in the compartments above the shelves. An alphabetical list of the periodicals kept in the alcove, with an index to the location of the current and back numbers, is posted at the entrance to the alcove.

Two separate lists of the periodicals in the library will be found in the catalogue under the heading *Periodicals*, one an alphabetical list, the other in classified order.

The periodicals received each day are placed for twenty-four hours on the table for new periodicals near the Loan Desk.

Certain other periodicals are sent to the laboratories as soon as they are received; others of less general interest are placed in pamphlet boxes on the shelves with their bound volumes. A few of the most popular magazines are kept for convenience in the Treasure

Room, the current numbers being on the table, and the back numbers in the drawers and on the open shelves of the filing case. These are  
Atlantic Monthly  
Bookman  
Century Magazine  
Harper's Monthly Magazine  
Harper's Weekly  
Independent  
Life  
Literary Digest  
Nation  
Outlook  
Review of Reviews  
Scribner's Magazine  
World's Work

**NEWSPAPERS.** The current numbers of the newspapers are kept in the Newspaper Room. At the end of the month they are removed to the basement. The more useful of those which are not bound are preserved unbound for a year or two.

**DEPARTMENT LIBRARIES.** There are seven small department libraries including the art collection soon to be moved into Taylor Hall. The books to be shelved in the department libraries are indicated by the department and may be returned to the Library whenever they are no longer needed in the department library.

The department libraries are:

Chemistry, in Sanders Laboratory  
Physics, in Vassar Brothers Laboratory  
Astronomy, in the Observatory  
Music, in Music Hall  
Geology, in the Vassar Brothers Laboratory  
Medicine, in the Doctor's Office  
Art, in the Taylor Hall Library.

## LIBRARY RULES

All members of the college community and their families are entitled to the free use of the Library.

Non-members of the College who desire to use the Library should apply to the Librarian. A registration list of all who are entitled to use the Library is kept at the Loan Desk. All new members of the College are expected to register in the Library and to read its rules before availing themselves of its privileges.

All new students are expected to come to the Library to register as soon as possible.

*Rules for students, Rules for the faculty and officers and Rules for non-members of the College* follow.

## LIBRARY RULES FOR STUDENTS

### RULES REGARDING THE LOAN OF BOOKS

**RESTRICTION OF CIRCULATION.** The Library is essentially a reference library and the circulation of books is of necessity restricted. During library hours books which are needed for class work are kept in the Library.

Books belonging to the classes named below may never be taken from the Library:

- a. General periodicals, bound or unbound.
- b. General reference books, i. e., all encyclopedias, dictionaries, atlases, and other books of reference, including all those shelved in the Reference Alcove.
- c. Publications of learned societies.
- d. Books in certain special collections; also, books too rare or valuable to be loaned and books whose circulation may for special reasons be restricted by the Librarian.

**LOAN AND RENEWAL.** Fiction, works of general literature, and other books not closely associated at the time with the work of any department, may be drawn for a period of two weeks. The privilege of renewal allows for an extension of these loans.

The date on which a book is due is stamped on a slip which is placed in the book pocket inside the back cover of the book.

**FINES.** Every book not returned or renewed within two weeks becomes subject to a fine of two cents a day. Students having unpaid fines are not expected to draw books from the library.

No student is at liberty to use another's name in drawing a book.

Library books may not be taken to the Infirmary.

**SPECIAL LOANS.** A book needed for class work may be taken out for the hours during which the Library is closed, if the book does not belong to any of the restricted classes. An agreement must be signed at the Loan Desk to return the book as soon as the Library is opened again. The penalty for failure to return such books on time is posted on the bulletin board in the Library. Students who cannot be relied upon to return such books promptly are deprived of the privilege of drawing them from the Library.

**RESERVATION.** An engagement book is kept at the Loan Desk for reservation of books to be taken for the hours of closing. *The reservations in this book are not charges.* A book engaged in this way must be charged by the Loan Desk Assistant before it may be taken from the Library. Students are expected to see that the books desired have not already been engaged by others.

**CHARGING.** Every book taken from the Library must be charged at the Loan Desk. The importance of this rule cannot be over-emphasized. A single case of forgetfulness may result in serious delay of important work and in waste of time on the part of the library assistants in vainly searching for the unregistered book.

**RETURN OF BOOKS.** Every book taken from the Library must be returned at the Loan Desk, where the charge for it will be cancelled. Borrowers remain responsible for books as long as the books are charged to them.

**RECALL OF BOOKS.** All books taken from the Library are subject to recall by the Librarian and must be returned *immediately* upon receipt of a recall notice.

#### RULES REGARDING THE USE OF BOOKS IN THE LIBRARY

Books should be used, as far as possible, in or near the alcoves in which they belong and should never be taken from one part of the Library to another without being registered at the Loan Desk.

To avoid misplacement all books should be left on the tables, *never returned to the shelves*, but books reserved for a particular course should be replaced on the reserve shelf used for the course.

The catalogue trays may not be taken away from the vicinity of the catalogue cases. Students are requested to replace the trays in the catalogue cases as soon as they are through using them.

#### RULES REGARDING THE USE OF THE LIBRARY BUILDING

Students may not enter or remain in the Library outside of library hours. Any student who disregards this regulation will, at the discretion of the Librarian, forfeit her library privileges.

The seminary rooms may be used only by those who have been authorized to do so.

Electric lights above the tables and in the small alcoves should be turned off when not in use.

Ink, except in fountain pens, may be used only at the glass-covered ends of tables. Ink bottles must not be brought into the Library.

All are expected to cooperate in preserving quiet and order at all times, especially in entering and leaving the Library.

STUDENT APPLICATIONS TO TAKE BOOKS OUT OVER THE  
CHRISTMAS AND EASTER HOLIDAYS

All Applications must be made out on blanks provided for the purpose at the Loan Desk.

It is requested that all applications be presented at the Library at least three days before College closes. Requests presented less than twenty-four hours before College closes cannot be granted.

A book needed for class work will not be permitted to go out without the consent of the instructor conducting the course for which the book is needed. Books not easily replaceable may not be taken out.

Students who have failed to return *reserved books* on time will not be allowed vacation loans.

## RULES FOR THE FACULTY AND OFFICERS

The faculty and officers may take out books not reserved for class use at their own discretion, except those in the restricted classes.

Books belonging to the classes named below may never be taken from the Library.

- a. General periodicals, bound or unbound.
- b. General reference books, i. e., all encyclopedias, dictionaries, atlases and other books of reference, including all those shelved in the Reference Alcove.
- c. Books in certain special collections—Vassariana—The Alumnae Library—and books too rare or valuable to be loaned.

All books taken out must be charged at the Loan Desk. To make the charge, take the book-card from the book-pocket, sign your name in the middle column of the card, and drop the card in the slot at the Loan Desk. Books without cards and departmental periodicals must be charged by the assistant at the Loan Desk.

The necessity for charging each volume, even when taken only for an hour, cannot be overemphasized. A book overlooked and not charged is lost to the Library until returned, and is likely to cause serious inconvenience to other readers as well as waste of time on the part of the library staff in vainly searching for the unregistered book. As great freedom is given to the officers of the College in drawing books from the Library, they are asked on their part to use extreme care in registering all books taken out.

All books must be returned to the Loan Desk where the charges for them will be cancelled.

Borrowers remain responsible for books as long as the books are charged to them.

Officers are not limited in time as to loans, but they are requested not to retain books longer than necessary, particularly books of general interest, or those used in the work of departments other than their own.

All books are subject to recall by the Librarian if needed in the Library. Immediate response to recall notices is expected.

In February of each year a statement is sent to each borrower, of the charges of more than one month's standing. This is necessary in order to verify the Loan Desk records. The list is to be checked and returned to the Library.

Instructors are requested not to keep books on the reserve shelves longer than they are needed as this results both in crowding the reserve shelves and in limiting the use of the books.

To avoid misplacement all books used near the shelves should be left on the tables, never returned to the shelves; but when books are taken to the seminary rooms or from one part of the Library to another they should always be charged at the Loan Desk and returned there. Disregard of this request makes the satisfactory administration of an open shelf library impossible.

Officers are not expected to remain in the Library beyond the library hours.

**SUMMER VACATION LOANS.** The Library asks that all library books, except those in immediate use, be returned by the Saturday before the week of final examinations.

Requests for books to be retained for summer use should be made upon the forms provided for this purpose which may be obtained at the Loan Desk. Valuable or out-of-print books, which cannot be replaced in case of accident, may not be removed from the protection of the fire-proof library building.

Each borrower is expected to see that his account is clear at the Loan Desk before the Saturday preceding Commencement week.

## RULES FOR NON-MEMBERS OF THE COLLEGE

Non-members of the College who desire to use the Library should apply to the Librarian.

Periodicals, reference books, books in certain special collections and books too rare or valuable to be loaned may not be taken from the Library.

Books not needed by members of the College may be taken out by non-members for a period of a month.

The date on which a book is due is written on a slip which is placed in the book-pocket inside the back cover of the book.

Every book taken from the Library or taken from one part of the Library to another must be charged by the library assistant at the Loan Desk.

Every book taken out must be returned at the Loan Desk where the charge for it will be cancelled.

All books are subject to recall by the Librarian and must be returned immediately upon receipt of a recall notice.

Non-members of the college are not expected to retain more than ten books at a time except by special arrangement with the Librarian.

## SPECIAL COLLECTIONS

**VASSARIANA.** This collection includes a set of the official publications of the College, files of student publications, publications of alumnae organizations, class bulletins, a series of scrap-books containing newspaper clippings about the College, beginning with Matthew Vassar's own scrap-book dating from 1861, collections of programs, photographs, memorabilia, books and articles about the College, and publications by members of the faculty.

**THE ALUMNAE LIBRARY.** The books in this collection are not included in the general card catalogue. The library attempts to secure a complete collection of books and pamphlets by alumnae. These are kept in locked cases in the south wing. They have a separate card catalogue and are for preservation rather than for use.

**MATTHEW VASSAR LIBRARY.** A number of books from Matthew Vassar's private library, bequeathed to the College, are shelved in a locked case in the south wing.

**VASSAR COLLEGE THESES.** Theses which have been presented for the master's degree at Vassar College are filed in a locked case in the north wing.

**ROBERT OWEN COLLECTION.** The collection of books by and about Robert Owen has been built up by the Department of Economics largely through gifts of students in its Seminar. It is probably among the half dozen most complete collections of Owen literature in the country.

**BRUNN COLLECTION.** The Brunn collection, containing seven thousand books and pamphlets on Greek philology and archaeology, formed a part of the working library of Heinrich Brunn. It has a separate catalogue on printed cards which is kept with the collection in the Greek Seminary Room.

**BIBLE COLLECTION.** A collection of two hundred and fifty Bibles or parts of the Bible, in as many different languages and dialects, is in a locked case in the west wing.

**PHILALETHEAN LIBRARY.** The library of Philaletheis is deposited in the college library and, by the courtesy of the society, may be used with the same freedom as the books of the college library. It is shelved in stack no. 9 of the south wing. The collection is fully catalogued on cards which are filed in the general catalogue of the Library. An author card catalogue in a tray stands with the books.

**TURGENEV LIBRARY.** About five hundred books from Turgenev's private library were purchased by the Class of 1882 and presented to the Library. The books contain Turgenev's bookplate and a few of them contain interesting inscriptions. They are kept in a locked case in the Treasure Room.

**COLLEGE PUBLICATIONS.** The catalogues, presidents' reports and the less used miscellaneous publications of colleges and universities are not catalogued but are filed in alphabetical order under 378 in the west wing of the basement.

**TREASURES.** A description of the early printed books, the manuscripts, and the publications of private presses in this library, has been prepared by the Cataloguer.

A few of the most interesting book treasures, not within the scope of the description are the following:

Edward S. Curtis' *The North American Indian*, in process of publication, is to consist of twenty volumes of text and twenty portfolios of photographs. These plates contain some of the finest examples of Indian portraiture and representations of Indian life. The set is kept in a case in the north wing.

Audubon's *Birds of America*, the elephant folio edition in four volumes, is in a locked case in the west wing.

Louis Haghe's *Sketches in Belgium and Germany*, three series of lithographic reproductions of scenes in the cities of Belgium and Germany in 1840 to 1850, are with the art books in the south wing, in three portfolios.

The catalogues of J. Pierpont Morgan's collections of manuscripts and early printed books, are in a case in the north wing.

## OTHER LIBRARIES AND READING ROOMS ON THE CAMPUS

The general reading room in Main Building is supplied with several magazines and newspapers for the college year. It is supported by contributions from students living in Main Building, but is open to all members of the college.

Raymond Room, south of the reception rooms in Main, was furnished by the gift of two alumnae in memory of John H. Raymond, President of Vassar College, 1864-1878. It contains an attractive collection of books for general reading. The books may not be taken from the room.

The Josselyn Library contains a similar collection of books, the gift of an alumna. Additions to both collections are made from time to time.

Each hall has a small reading room and the students in the hall subscribe to a few newspapers and magazines for the use of the residents of the hall.

The Music Department possesses, in addition to its Department Library of pianoforte scores a collection of organ music, a choir library, a very valuable collection of pianoforte works—the gifts of many students in the department—the beginning of a corresponding collection of vocal works, and a valuable library of violin and chamber music, the gift of Gustav Dannreuther.

The Good-fellowship Club has a small circulating library in the club-house for the household employees. It includes a small collection of Polish books.

## LIBRARIES IN POUGHKEEPSIE

### ADRIANCE MEMORIAL LIBRARY

**HOURS:** 10 A. M. to 8 P. M., daily except Sundays.

(Open until 9 P. M., and also on Sunday afternoons for reference use only.)

The library is on Market Street about five minutes walk from Main Street. It is freely open to students for reference use. Members of the College who are not Poughkeepsie residents may have borrow-

ing privileges by depositing five dollars with the college treasurer as a guarantee. The library has over 52,000 volumes. It is rich in books of history, travel and biography.

It is a depository library for government documents and the college library depends on it for such documents as the College does not receive.

The library subscribes to about eighty-five periodicals, several of which are not received by the college library, notably the *Catholic World*, *Country Life* and *Notes and Queries*. It also has bound files of some periodicals which are not in the college library, notably the *Catholic World*, *Overland Monthly*, *Pall Mall Magazine*.

#### JOSEPH F. BARNARD MEMORIAL LAW LIBRARY

**HOURS:** 8 A. M. to 5 P. M. daily, except Sundays.

The library is in the Court House on the corner of Main and Market Streets. Its collections may be freely consulted. It has a complete set of New York state laws and a collection of the federal laws now in force.

#### LIBRARY OF THE VASSAR BROTHERS INSTITUTE

**HOURS:** 1 P. M. to 5 P. M. daily, except Sundays.

The Vassar Brothers Institute has accumulated a library in its building on Vassar Street through the exchange of publications with scientific societies. The library is for the use of members of the Institute but a member of the College may consult its collection by presenting a letter from the librarian of the college library. A list of the more important publications which it possesses will be found on file in this library. Among its sets not duplicated in this library are the publications of the Field Columbian Museum.

#### LIBRARIES IN NEW YORK CITY

The *Readers' manual* of the Library of Columbia University gives a list of libraries accessible to students, and an analysis of the book collections in the libraries of the city. The analysis consists of a classified arrangement of subjects. Under each subject appears "a statement as to where special collections upon the subject are to be found, the number of volumes and pamphlets contained in each, and such catalogues as have been published." A copy of this manual will be found at the Reference Desk.

#### NEW YORK STATE LIBRARY

The State Library has a close relation to all the libraries in the state. It is ready to lend books from its own collection, it distributes to the libraries of the state its own publications and fills the place for New York State that the library commissions fill in so many other states. In spite of the loss of a large proportion of the library in the fire of 1911, it has already built up valuable collections, especially in bibliography, reference books, American history and genealogy.

#### LIBRARY OF CONGRESS

The national library makes available to us through inter-library loans its collection of over two and a quarter million volumes. It shares with us the benefit of the skill of its staff of expert cataloguers by furnishing us with printed catalogue cards for a large proportion of our books. It prints and distributes numerous publications including bibliographies and other library aids. It is ready to photograph, at a low price, maps or pages of books or manuscripts which cannot be loaned.

#### SPECIAL COLLECTIONS IN AMERICAN LIBRARIES

A directory entitled *Special collections in American libraries* was published by the United States Bureau of Education in 1912, based upon statistics gathered from libraries by the Commissioner of Education. It is arranged by subjects with a list of the libraries which contain special collections on the subject, and in many cases gives brief notes about the collections. It is indexed by library and by subject.

#### INTER-LIBRARY LOANS

Through the generosity of other libraries we are able to borrow books not in our own collection. Application for such loans should be made to the Associate Librarian. To make ourselves welcome borrowers it is very important to conform to the conditions made by each lending library in regard to the length of time its books may be retained. Readers are urged to note the dates on which such books are due and see that they are returned or renewed at the proper time. Blanks for making out applications for inter-library loans will be found at the Associate Librarian's Desk.

## LIBRARY AIDS

### CLASSIFICATION OF BOOKS.

The purpose of classification is to bring together conveniently on the shelves the books on the same subject and to arrange the various subjects in a logical order.

Probably no single classification would satisfy any large number of persons. Probably no classification would long satisfy any one person. It is seldom practical to change from one classification to another or to make extensive changes in a classification in a fairly large library, if the classification in use can be made to serve. The library, in keeping up with all the latest theories and practises in classification, would almost necessarily be behind in its current work and would have many of its books off the shelves all the time in process of change. The classification in use in this library (outlined on page 14) could be improved in many respects for our library if we could start afresh, but it has the advantage of being widely used, it has probably by far the most convenient notation for an open shelf library and it is fairly flexible. A copy of the *Decimal classification* with the variations and additions used in this library may be consulted at the Reference Desk.

The Library has adopted the plan of having the classification number for each subject appear on the guide card for that subject in the card catalogue so that the catalogue will serve as an index to the classification.

The shelf labels help in finding the subdivisions of a subject at the shelves when the location of the general subject is found.

The shelf list (F on the chart) near the door of the Cataloguing Room contains a list on cards of the books in the Library in the order in which they stand on the shelves. It is indispensable for taking the inventory of the Library and is also extremely useful in surveying the books the Library has on any particular subject, as it lists, of course, not only the books which may be found on the shelf at any given time but also all those which are out, in use, or reserved in another part of the Library. The shelf list is also useful in identifying a book from its call number.

### CATALOGUES.

A catalogue of books contains in a methodical arrangement (alphabetical, classified or chronological) one or more entries for each book, giving a description sufficient to identify the book.

The catalogue of this library is a *dictionary* catalogue on cards.

Cards for authors, subjects and titles of books are arranged in a single alphabet in portable trays which may be consulted at the tables near the catalogue cases. The trays should be returned to their places in the cabinets when not in use.

**ARRANGEMENT OF CARDS IN THE CATALOGUE.** Under an author's name the cards are arranged in the following order: (1) Bibliographies. (2) Works about an author. (3) Complete works. (4) Partial Collections. (5) Individual works, in alphabetical order. (6) \*Secondary entries.

Entries for translations immediately follow the entries for works in their original languages if both are in the Library.

Under a subject the cards are arranged alphabetically by author. Subheads are arranged in alphabetical order after the general subject heading, but country subheads follow other subheads in a separate alphabet. *Inverted* subject entries beginning with the same word, follow the subheads. Titles beginning with the same word follow all other entries.

*Example*

Education.  
Education. History.  
Education. Periodicals.  
Education. England.  
Education. Russia.  
Education, Elementary.  
Education, Secondary.  
Education in the Middle Ages.

When the same name is used as a forename and as a surname, the forename precedes the surname. Titles beginning with the same name whether used as forename or surname follow all other entries under the name.

When the same name is used as a personal name and as a place name and as the first word of a title, the entries are arranged: (1) Personal names. (2) Place names. (3) Titles.

Abbreviations are arranged as if spelled in full but elisions as they are printed. Proper names beginning M', Mc, St. are arranged as if spelled Mac, Saint.

An article is disregarded in arrangement if it is the first word of a title.

Hyphenated words are arranged as separate words, disregarding the hyphen.

The umlaut is disregarded in arrangement.

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\*The *main* entry for a book is under the author or body chiefly responsible for the book. *Secondary* entries are made under the names of editors, translators, etc.

**CALL NUMBERS.** The call number of each book appears on the upper left hand corner of the catalogue card. If the book is kept in the basement, or in one of the special collections, or in a department library, the special location is indicated in *red* on the upper right corner of the card. If the book is a quarto or folio, the size mark Q or F forms a part of the call number and appears in red above the classification number. If the book belongs in the Reference Alcove, *Ref* in red below the book number forms a part of the call number.

**NEW BOOKS.** As soon as a book is received in the Library, a temporary card for it is filed in the catalogue under the author's name to stand there until the regular catalogue cards for the book have been prepared. If a book so represented in the catalogue is needed, application should be made for it at the Loan Desk.

**HOW TO USE THE CATALOGUE.** To find a book whose author and title you know, look for the author's surname in the catalogue, followed by his given name. The titles of the books by him will be arranged, each on a separate card, in alphabetical order.

To find what books the library contains on a particular subject, look up the subject in its alphabetical place. There will be for each book on the subject a card with the subject in red on the top line, arranged in alphabetical order by author. When the amount of material on a subject is very large, subheads are used to divide it.

**Example**

Architecture.  
Architecture. Dictionaries.  
Architecture. History.  
Architecture, Ecclesiastical.  
Architecture, Egyptian.  
etc.  
  
Education.  
Education. History.  
Education. Periodicals.  
Education. France.  
Education. Greece, Ancient.  
etc.

To find a book known to you only by title, look for the title in its alphabetical place in the catalogue, if the book is fiction or drama or has a striking title.

If the title is not distinctive, look under the subject, e. g., look for *History of Spain* under *Spain. History*, not under *History of Spain*.

To find Smith's *New classical dictionary of Greek and Roman biography*, if you do not know Smith's given name, do not go through the tray of Smiths but look under the subject heading *Classical dictionaries*, where the card for Smith's dictionary will be quickly found in its alphabetical place.

To find a survey of the literature of a subject, look for a bibliography card standing before the regular cards for the subject. Before all the cards for books about engraving, for example, there will stand cards with headings, *Bibliography of Engraving*

To find a book *about* a man's life or work, look for the cards with his name in red on the top line. These precede cards for the books *by* him.

To find material on a subject which does not appear in the card catalogue, look under a more general subject which would include the subject you seek. You may find nothing under *Mendicant friars* but you would find books containing material about the mendicant friars under *Monasticism*.

Guide cards are inserted in the catalogue trays to facilitate handling the cards, but a guide is not provided for every name or subject included.

"See also" reference cards are often inserted directly before subject entries to suggest other subject entries which are more or less closely related; for example, before the entries under *Religious orders* stands a card which reads:

Religious orders, see also  
Chivalry  
Military religious orders  
Monasticism  
Nuns, also  
    names of orders, e. g.  
Franciscans  
Templars

#### A LIST OF ABBREVIATIONS USED IN THE CARD CATALOGUE

app.	appendix
aufl.	auflage
augm.	augmented
ausg.	ausgabe
b.	born
bd.	band

c.	copyright, copyrighted
cent.	century
chap.	chapter
cm.	centimeters
Co.	County
col.	colored
comp.	compiler, compiled
Cong.	Congress
cont.	contents, containing, continued
cop.	copy, copies
D., 12 mo., 12°	duodecimo
d.	died
dept.	department
diagr.	diagram
diss.	dissertation
ed.	edited, edition, editor
engr.	engraver
enl.	enlarged
F., f., fol.	folio
facsim.	facsimile
fasc.	fascicle
fig.	figure
front.	frontispiece
hrsg.	herausgegeben
i. e.	id est
ill.	illustration, illustrator
illus.	
inaug. diss.	inaugural dissertation
incl.	including
jr.	junior
l.	leaf
lfg.	lieferung
ms. mss.	manuscript,—s
n. d.	no date of publication
n. f.	neue folge
n. p.	no place of publication
n. s.	new series
nar.	narrow
no.	number
numb.	numbered
O., 8vo., 8°	octavo
obl.	oblong
p. pp.	page, pages

pt.	part
ptie.	partie
phot.	photograph
pl.	plate, plates
por. {	portrait
port. {	
pref.	preface
priv. print.	privately printed
pseud.	pseudonym
pub.	publisher, published
Q., 4to., 4°	quarto
rev.	revised, revision
S., 16mo., 16°	sixteenmo
ser.	series
sér.	série
sig.	signature
sq.	square
sr.	senior
sup. {	supplement
suppl. {	
supt.	superintendent
t., th.	teil, theil
t.	tome
t. p.	title-page
tab.	table
tr.	translated, translator, translation
übers.	übersetzt
umgearb.	umgearbeitet
v., vol.	volume
v. p.	various paging
verb.	verbesserte
verm.	vermehrte
vs.	versus

ABBREVIATIONS USED IN THE CATALOGUE TO INDICATE  
THE SIZES OF BOOKS

F., or fol. . . . . folio . . . . . a book more than 30 cm. high.  
(11 $\frac{3}{4}$  in.)

Q., or 4<sup>to</sup>, or 4° . . . quarto . . . . a book between 25 and 30 cm.  
high. (9 $\frac{7}{8}$ -11 $\frac{3}{4}$  in.)

O., or 8<sup>vo</sup>, or 8° . . . octavo . . . . a book between 20 and 25 cm.  
high. (7 $\frac{7}{8}$ -9 $\frac{7}{8}$  in.)

D., or 12 <sup>mo</sup> , or 12°.	duodecimo . . .	a book between 17.5 and 20 cm. high. (6 $\frac{1}{8}$ -7 $\frac{1}{8}$ in.)
S., or 16 <sup>mo</sup> , or 16° .	sixteenmo . . .	a book between 15 and 17.5 cm. high. (5 $\frac{1}{8}$ -6 $\frac{1}{8}$ in.)
T., or 24 <sup>mo</sup> , or 24° .	twenty-fourmo	a book between 12.5 and 15 cm. high. (4 $\frac{1}{8}$ -5 $\frac{1}{8}$ in.)

**CATALOGUES OF OTHER LIBRARIES.** The printed catalogues of other libraries are invaluable in looking up information about books not in our own library. The most important of these which our library contains are the catalogues of the libraries of the British Museum, the Peabody Institute, the Boston Athenæum, and that of the Carnegie Library of Pittsburgh. We also receive the proof sheets for the cards which Harvard University Library prints for its own catalogue.

#### REFERENCE BOOKS.

The term *reference book* is generally used to describe those works which are intended for consultation for specific information rather than for consecutive reading.

In this chapter are included only a few of the most generally useful reference books. The reference books on special subjects have been chosen not from the point of view of the student of the subject but rather for their general reference use to those who are *not* students of the subject.

Larned's *History for ready reference*, for example, might never be consulted by the student of history, but it is invaluable for the use for which it was compiled—"history for ready reference."

Many reference books are made up in full or in part of compilations of information abridged from more comprehensive works on the various subjects. Others consist of monographs written and signed by scholars who are specialists in the subjects treated. These books sometimes contain fuller and more scholarly treatment of a subject than is elsewhere available. Still other reference books are official publications based upon official records and statistics.

For help in the selection and use of reference books the student is referred to Alice B. Kroeger's *Guide to the study and use of reference books*. Boston, 1908. This book with its supplements may be found in the reference alcove.

Other important bibliographies of reference books are:

New York (state)—State library school.

Material for course in reference study. Albany, 1903. (Library school bulletin, no. 16.)

New York (state)—State library school.

A selection of cataloguers' reference books . . . Albany, 1903.  
(Bibliography bulletin, no. 36.)

John Crerar library, Chicago.

A list of cyclopedias and dictionaries with a list of directories.  
Chicago, 1904.

John Crerar library, Chicago.

... A list of books in the reading room. . . . Chicago, 1909.

Few general rules can be made about the use of reference books because works of so many different kinds are included in this group. The inexperienced student needs to be cautioned to use a reference book not simply with the value of the book itself in mind but with a view to its value in relation to the particular piece of work in hand. The same book may be valuable in one connection and worthless in another. In comparing reference books notice not only the contributors but also the character of the contributions and the date of publication.

## ENCYCLOPEDIAS AND DICTIONARIES

### GENERAL ENCYCLOPEDIAS

Encyclopædia Britannica. . . . 11th ed. Cambridge, Eng. 1910-  
11. 29v.

The Britannica year-book 1913—Continued by  
the compilation in 1910 of the Encyclopædia Britannica, 11th ed. . . . London, 1913—

New international encyclopædia. . . . New York, 1902-04 17v.  
New edition to appear in 1915.

The Americana. New York, 1912. 22v.

Nelson's encyclopaedia. . . . (Perpetual looseleaf ed.) New York, 1909. 12v.

"The publishers furnish 250 or more revised or new pages each six months."

Brockhaus, F. A., pub.,

Brockhaus' konversations-lexikon. 14. . . . aufl. Berlin, 1892-97.  
17v.

Meyer, Joseph, pub.

Meyers konversations-lexikon. . . . 4. aufl. Leipzig, 1890-92. 19v.

La grande encyclopédie. . . . Paris, 1885-1903. 31v.

Larousse, Pierre, ed.

Grand dictionnaire universel du 19<sup>e</sup> siècle. Paris, 1866-76. 15v.

— — — — — Première supplément. Paris, 1878.

— — — — — Deuxième supplément. Paris, 1890.

Annual encyclopedias are listed with *Yearbooks*.

#### GENERAL DICTIONARY OF NAMES

The Century cyclopedia of names; a pronouncing and etymological dictionary of names in geography, biography, mythology, history, ethnology, art, archaeology, fiction, etc. New York, 1911.

Additions since 1895 are contained in the supplement.

#### SPECIAL CYCLOPEDIAS AND DICTIONARIES

##### PHILOSOPHY

Baldwin, J. M.

Dictionary of philosophy and psychology... N. Y. 1901-05.  
3v. in 4.

##### RELIGION

Schaff-Herzog encyclopedia.

The new Schaff-Herzog encyclopedia of religious knowledge...  
N. Y. 1908-1912. 12v.

Hastings, James, ed.

Encyclopædia of religion and ethics. N. Y. 1908- v. 1-  
In progress. To be completed in 12v.

The Catholic encyclopedia... N. Y. 1907-14. 16v.  
v. 16: Index.

##### BIBLE

Cheyne, T. K., ed.

Encyclopaedia biblica; a critical dictionary of the literary, political and religious history, the archaeology, geography, and natural history of the Bible... N. Y. 1899-1903. 4v.

Hastings, James, & others, ed.

Dictionary of the Bible... dealing with its language, literature and contents, including biblical theology. N. Y. 1899-1902. 4v.

— — — — — Extra volume, containing articles, indexes and maps. N. Y., 1904.

Special books about the Bible appear in the catalogue under the headings *Bible. Concordances*, *Bible. Dictionaries*, etc.

##### JEWS

Jewish encyclopedia... N. Y. 1901-06. 12v.

## ISLAM

Encyclopædia of Islam; a dictionary of the geography, ethnography and biography of the Muhammedan peoples... Leyden, 1908- v. 1-

In progress. To be completed in 3v.

See also entries in the catalogue under

*Church history. Cyclopedias.*

*Ethics. Cyclopedias.*

*Religion. Cyclopedias.*

## SOCIAL SCIENCES

Lalor, J. J.

Cyclopædia of political science, political economy and political history of the United States. Chicago, 1882-84. 3v.

McLaughlin, Andrew C. & Hart, A. B.

Cyclopedia of American government. N. Y. 1914. 3v.

Bliss, W. D. P.

The new encyclopedia of social reform, including all social reform movements and activities, and the economic, industrial and sociological facts and statistics of all countries and all social subjects... New ed. N. Y. 1908.

## STATISTICS

U. S.—Statistics, Bureau of.

... Statistical abstract of foreign countries... Washington, 1909— v. 1—

(The *Statistical abstract of the United States* is listed under YEAR-BOOKS.)

## POLITICAL SCIENCE

Conrad, J. ed.

Handwörterbuch der staatswissenschaften. 2. aufl. Jena, 1898-1901. 7v.

## ECONOMICS

Palgrave, Sir R. H. I.

Dictionary of political economy... London, 1894-99. 3v.

— — — — — Appendix. London, 1908.

## LAW

Bouvier, J.

Law dictionary. New ed... by F. Rawle. Boston, 1897. 2v.

## CONSTITUTIONS

Dodd, Walter Fairleigh, ed.

Modern constitutions; a collection of the fundamental laws of twenty-two of the most important countries of the world, with historical and bibliographical notes. Chicago, 1909. 2v.

Thorpe, Francis Newton, comp.

The federal and state constitutions, colonial charters, and other organic laws of the states, territories and colonies now and heretofore forming the United States of America... Washington, 1909. 7v.

## EDUCATION

Monroe, Paul.

Cyclopedia of education..., N. Y. 1911-13. 5v.

## SCIENCE AND USEFUL ARTS

Periodicals furnish the best reference material for scientific subjects. The most important general encyclopedias have their scientific articles written and revised by specialists and may be relied upon until they are out of date.

A brief popular handbook of scientific information is A. A. Hopkin's *Scientific American reference book*. 1914.

See also in the catalogue entries under specific scientific subjects, e. g.,

*Agriculture. Cyclicopedia.*

*Horticulture. Cyclicopedia.*

## ETHNOLOGY

U. S.—Immigration commission, 1907-10.

Dictionary of races or peoples. Washington, 1911. (In its Reports. v. 5.)

## AMERICAN INDIANS

Hodge, F. W. ed.

Handbook of American Indians north of Mexico... Washington, 1907-10. 2v.

## PRINTING

Stewart, A. A.

Printer's dictionary of technical terms, a handbook of definitions and information about processes of printing, with a brief glossary of terms used in book-binding. Boston, 1912.

## ARCHITECTURE

Sturgis, Russell.

Dictionary of architecture and building. N. Y. 1901-02. 3v.

#### PAINTING

Champlin, John Denison, jr. & Perkins, C. C., ed.  
Cyclopedias of painters and painting. N. Y. 1892. 4v.

#### MUSIC

Grove, Sir George.

Grove's dictionary of music and musicians...ed. by J. A. Fuller-Maitland. N. Y. 1904-10. 5v.

#### GAMES AND SPORTS

Encyclopedia of sport and games...New & enl. ed. Philadelphia, 1911. 4v.

#### GENERAL LITERATURE

Warner, Charles Dudley & others, ed.

Library of the world's best literature, ancient and modern. N. Y. 1897. 45v.

To find information about literary allusions, origin of common phrases, noted names in fiction, look in the catalogue under the headings *Allusions*, *Nicknames*, *Literature.Dictionaries*, *Names.Dictionaries*.

Concordances and dictionaries for individual authors will be found in the catalogue under the name of the author, subhead, *Concordances or Dictionaries*, e. g.

*Milton, John. Concordances.*

*Dickens, Charles. Dictionaries.*

The catalogue lists under the headings *Anecdotes.Collections*, *Epigrams*, *Maxims*, *Proverbs*, books containing such collections.

#### QUOTATIONS

The various books of English and foreign quotations which the library has are placed together in the Reference Alcove under the number 808. One of the best and most accurate English collections is Bartlett's *Familiar quotations*.

Collections of poetry will be found in the catalogue under the headings *French poetry.Collections*. *Greek poetry.Collections*, etc.

#### LANGUAGES

Dictionaries of the different languages will be found in the catalogue under the names of the languages with subhead *Dictionaries*, e. g.

*English language. Dictionaries.*

*French language. Dictionaries.*

In one of the dictionary cases near the Reference Alcove are one French, one German, one Latin and one Greek dictionary for convenient reference. The other foreign language dictionaries are in their regular places in the classified arrangement of books. The chief English dictionaries are in the dictionary cases near the Reference Alcove.

#### ENGLISH LANGUAGE. DICTIONARIES

Murray, J. A. H. ed.

New English dictionary on historical principles... Oxford, 1888-v.1.

In progress.

Cover title: Oxford English dictionary.

Century dictionary and cyclopedia, with a new atlas of the world... N. Y., 1911. 12v.

Webster, Noah.

Webster's new international dictionary of the English language... completely revised... Springfield, Mass. 1910.

Funk & Wagnalls company, pub.

New standard dictionary of the English language... N. Y. 1913.

#### ENGLISH LANGUAGE. SYNONYMS

Crabb, G.

English synonyms... New ed. N. Y. 1880.

March, F. A.

A thesaurus dictionary of the English language. Philadelphia, 1902.

Smith, C. J.

Synonyms discriminated... N. Y. 1871.

#### ETYMOLOGY

Murray's *New English dictionary* is the best authority on English etymology.

Skeat, W. W.

Etymological dictionary of the English language... New Ed. Oxford, 1882.

Dictionaries of slang, Americanisms, English dialects, obsolete and provincial words will be found in the catalogue under the headings *Slang.Dictionaries, Americanisms, English language.Dialects.*

Other reference books about the English language will be found listed in the catalogue under *English language* with subheads *Grammar, History, etc.*

#### ENGLISH LITERATURE. CRITICISM

Moulton, Charles Wells, ed.

Library of literary criticism of English and American authors. Buffalo, N. Y. 1901-05. 8v.

See also, in the catalogue, entries under

*English literature. Cyclicopedia.*

*English literature. History.*

*English literature. Outlines. Tables, etc.*

#### HISTORY

Larned, Josephus Nelson, ed.

History for ready reference, from the best historians, biographers, and specialists... Springfield, Mass. 1894-1910. 7v.

v. 6-7: Recent history, 1894-1910.

See also entries in the catalogue under

*England. History. Cyclicopedia.*

*United States. History. Cyclicopedia. etc.*

#### GEOGRAPHY

Lippincott's new gazetteer; a complete pronouncing gazetteer... of the world... Philadelphia, 1906.

The United States Geological Survey has issued geographic dictionaries of some of the states in its *Bulletins*.

See also entries in the catalogue under *Names (geographic)*.

#### BIOGRAPHY

Century cyclopedia of names... N. Y. 1911.

Thomas, Joseph.

Universal pronouncing dictionary of biography and mythology... New 3d ed. Philadelphia, 1910.

Known as *Lippincott's biographical dictionary*.

#### BIOGRAPHY. CLASSICAL

Smith, Sir William, ed.

Dictionary of Greek and Roman biography and mythology. Boston, 1859. 3v. in 4.

#### BIOGRAPHY. ENGLISH

Stephen, Leslie, ed.

Dictionary of national biography. N. Y. 1885-1900. 63v.

Continued from v. 22 by Sidney Lee.

——— Supplement. N. Y. 1901. 3v.

——— Errata. London, 1904.

——— Index and epitome... N. Y. 1903.

——— Second supplement. London, 1912. 3v.

Who's who; an annual biographical dictionary... London.

#### BIOGRAPHY. AMERICAN

Appleton's Cyclopaedia of American biography... N. Y. 1887-1901. 7v.

National cyclopaedia of American biography... N. Y. 1892-1906. 14v.

Index in v. 14.

Who's who in America. Chicago.

Revised and reissued biennially in May.

#### BIOGRAPHY. GERMAN

Allgemeine deutsche biographie... Leipzig, 1875-1912. 56v.

Wer ist's? Unsere zeitgenossen... Leipzig.

Frequently revised.

#### BIOGRAPHY. FRENCH

Qui êtes vous? Annuaire des contemporains... 1908, 1910. Paris 1908-09. 2v.

No more published.

Biographical dictionaries for special classes of persons will be found in the catalogue under

*Artists. Dictionaries.*

*Authors. Dictionaries.*

*Authors. German.*

*Musicians. Dictionaries.*

*Painters. Dictionaries.*

*Scientists. Dictionaries,*  
etc.

#### CLASSICAL DICTIONARIES

Peck, Harry Thurston, ed.

Harper's Dictionary of classical literature and antiquities. N. Y.  
1897.

Seyffert, Oskar.

Dictionary of classical antiquities...from the German, revised  
...by H. Nettleship and J. E. Sandys. 5th ed. London, 1899.

Smith, Sir William, ed.

Dictionary of Greek and Roman antiquities. 3d. ed...enl.  
London, 1890-91. 2v.

#### ATLASSES

Stieler, Adolf.

Stieler's atlas of modern geography...adapted for the use of the  
English-speaking public...9th ed. Gotha, 1909.

The Century atlas of the world prepared under the superintendence  
of B. E. Smith... N. Y. 1911.

Rand, McNally & co., pub.

The library atlas of the world... Chicago, 1912. 2v.

United States—Geological survey.

Topographic atlas of the United States. Washington, 1882.

In progress.

The map is published in atlas sheets about 16½ x 20 in.

The scale varies from one to four miles to an inch.

See also entries in the catalogue under names of countries with  
subheads *Gazetteers* and *Guide books*, e. g.

*England. Gazetteers.*

*Italy. Guide books.*

#### HISTORICAL ATLASES

Droysen, G.

Allgemeiner historischer hand-atlas... Bielefeld, 1886.

Spruner, K. von.

Hand-atlas für die geschichte des mittelalters und der neueren  
zeit. 3. aufl... Gotha, 1880.

Poole, Reginald Lane.

Historical atlas of modern Europe... Oxford, 1886-1902.

Cambridge modern history. Atlas, ed. A. W. Ward...& others.  
Cambridge, Eng. 1912.

Includes 1490-1910.

Shepherd, William Robert.

Historical atlas... N. Y. 1911.

Includes 1450 BC.—1911 A.D.

Other historical atlases will be found in the catalogue under the subject headings,

*Historical atlases.*

*Classical atlases.*

#### YEARBOOKS

Statesman's year book; statistical and historical annual of the states of the world...1892- London, 1892- v. 29-

International yearbook...1898-1901. N. Y. 1899-1902. 4v.

1901 contains an index for 1898-1901.

1902 wanting.

None issued 1903-1906.

Continued by *New international yearbook*.

New international yearbook...1907- N. Y. 1908-

In the volume for 1907 "brief summaries covering the four years immediately preceding 1907 accompany the account of the year proper" since the yearbook was not issued from 1903-06.

Britannica yearbook, 1913- a survey of the world's progress since the completion in 1910 of the Encyclopædia Britannica, 11th ed.... London, 1913-

Hazell's annual for 1900- a cyclopædic record of men and topics of the day... London, 1900- v. 15-

Annual register; a review of public events at home and abroad for 1758- 1st to 7th ed. London, 1778- v. 1-

Index in each volume.

v. O is General index from 1758-1819.

Appleton's annual cyclopædia and register of important events...1861-1902. N. Y. 1861-1902. 42v.

v. 1-14 have title *American annual cyclopaedia*.

No more published.

American yearbook; a record of events and progress 1910- N. Y. 1911- v. 1-

Continued annually.

American statesman's yearbook from official reports of the United States government, state reports, consular advices and foreign documents...1913- N. Y. 1912- v. 1-

An almanack...by Joseph Whitaker...containing information respecting the British empire...1913- London, 1913-

Continued annually.

World almanac and encyclopedia. 1889- N. Y. 1889-  
Continued annually.

Tribune almanac and political register 1838-1914. N. Y. 1868-  
1914.

American library annual 1911/12— including index to dates of  
current events... bibliographies; statistics of book production...  
select list of libraries... N. Y. 1912- v. 1-

U. S.—Foreign and domestic commerce, Bureau of.

Statistical abstract of the United States... 1889- Washington,  
1889-

Continued annually.

#### COLLEGES AND UNIVERSITIES. YEARBOOKS

Minerva. Jahrbuch der gelehrten welt... 1891/92- Strassburg,  
1891- v. 1-

Yearbooks of various countries will be found in the catalogue under  
the names of countries, subhead *Yearbooks*, e. g.

*Canada. Yearbooks.*

*China. Yearbooks.*

*Japan. Yearbooks.*

*Russia. Yearbooks.*

Most of the states publish yearbooks of government. Such handbooks  
will be found in the catalogue under the names of the states,  
with subhead *Legislative manuals*.

Yearbooks of various subjects will be found in the catalogue under  
the names of the subjects, subhead *Yearbooks*, e. g.

*Education. Yearbooks.*

*Literature. Yearbooks.*

#### HANDBOOKS AND OTHER MISCELLANEOUS REFERENCE BOOKS

#### GOVERNMENT DOCUMENTS

Hasse, Adelaide Rosalie.

United States government publications; a handbook for the cataloguer. Boston, 1902-03, pt. 1-2.

To be completed in 4 parts.

Contains much useful information about federal, state and municipal  
public documents.

In the cataloguing room.

## CENSUS

The library receives all the publications of the United States Bureau of the census. The reports of the *last* census are in the first alcove of the south side of the west wing. Previous reports are in the basement. A second copy of the *Abstract* of the last report is in the Reference Alcove.

## POST OFFICE

U. S. official postal guide revised and published monthly.  
Albany, N. Y.

Latest number in the college post-office.

## CUSTOMS

Brand, John.

Observations on popular antiquities... New ed. London, 1888.

Chambers, Robert, ed.

Book of days; a miscellany of popular antiquities... Edinburgh, 1863-64. 2v.

## FINE ARTS

Reinach, Salomon.

Apollo; an illustrated manual of the history of art throughout the ages... New ed... N. Y. 1907.

## AMERICAN LITERATURE

Stedman, E. C. & Hutchinson, E. M. ed.

Library of American literature... New ed. N. Y. 1888-94.  
11v.

## ENGLISH LITERATURE

Cambridge history of English literature, ed. by A. W. Ward... and A. R. Waller... Cambridge, Univ. press, 1907- v. 1-

To be completed in 14 v.

Each volume is separately indexed and has an extensive bibliography for each chapter. v. 11 brings it down through the period of the French revolution.

## CLASSICAL STUDIES

Müller, Iwan von, ed.

Handbuch der klassischen altertums-wissenschaft... 1-5. aufl.  
München, 1885-

In progress.

## HISTORY

Plötz, Karl.

Epitome of ancient, mediaeval and modern history; tr... by W. H. Tillinghast... 13th ed. Boston, 1883.

New ed. announced for 1915.

Putnam, George Palmer.

Tabular views of universal history... from the earliest times down to 1907... N. Y. 1907.

Cambridge modern history... Cambridge, 1902-12. 14v.

v. 13: General index.

v. 14: Atlas.

## DIRECTORIES

A directory of Poughkeepsie and a telephone directory of New York City are in the Librarian's office.

## BIBLIOGRAPHIES

The word bibliography has two common meanings. The first is defined in the *Oxford English dictionary* as "The systematic description and history of books, their authorship, printing, publication, editions, etc.", also, as "A book containing such details". The second meaning, "A list of the books of a particular author, or country, or of those dealing with any particular theme; the literature of a subject", is used in this chapter.

A universal bibliography, one that would attempt to list titles of books of all times and all countries, has become, with the constantly increasing output of books, almost beyond imagination. The catalogues of the largest libraries, the *Bibliothèque National* at Paris, and the library of the *British Museum* most nearly approach being universal bibliographies and are much more valuable than an actual universal bibliography, which would necessarily include thousands of worthless titles.

Bibliographies have been compiled for the publications of various countries, times and subjects. Other things being equal, a bibliography is likely to increase its value as it limits its scope, so that if we have adequate guides to special bibliographies we are better served than by any possible universal bibliography.

**BIBLIOGRAPHIES OF BIBLIOGRAPHIES.** It is necessary to have not only guides to bibliographies but also guides to the guides to bibliographies. The second edition of A. G. S. Josephson's bibliography of *Bibliographies of bibliographies* published in the *Bulletins* of the Bibliographical Society of America, 1910-1913, contains more than

two hundred and forty titles. Of these "the most generally useful selected list of bibliographies", Mr. Josephson says, is C. V. Langlois, *Manuel de bibliographie historique. I. Instruments bibliographiques.* 2. ed. Paris, 1901.

A convenient brief list of bibliographies of bibliographies is that in A. B. Kroeger's *Guide to the study and use of reference books*.

A very useful selection of bibliographies is *Some general bibliographical works of value to the student of English*, compiled by Andrew Keogh. Yale university, 1901. This list is equally useful to students of subjects other than English.

A list of the bibliographies which have appeared during the year is regularly included in the *American library annual*. It lists separately general bibliographies, bibliographies for special classes of readers and bibliographies of special subjects.

Bibliographies of bibliographies are most useful in finding what bibliographies exist in various fields. They are, of course, soon out of date and must be supplemented by information from other sources.

In using any bibliography special note must be taken of its date in order that material that has appeared since its publication may not be neglected.

### SUBJECT BIBLIOGRAPHIES.

Subject bibliographies may be general or may confine themselves to a special place or time or to a special subject. They may aim to be exhaustive or selected, scholarly or popular. The titles may be followed by descriptive notes, by critical notes, or they may be without annotations. They may be classified or unclassified. They may be valuable or worthless.

The most useful bibliography is, of course, one compiled by a specialist in his chosen field. If worthless material is included it is labeled as such. The best books are indicated, and descriptive and critical notes are added when needed.

A special effort is made by the Cataloguer to bring out every bibliography under its subject in the catalogue. Entries for extended bibliographies are placed in the catalogue before all the other entries for the subject. Brief bibliographies are mentioned in notes on the regular subject cards.

Among the useful lists of subject bibliographies are:  
Stein, Henri.

Manuel de bibliographie générale.... Paris, 1897.

New York (state)—State library school.

Selected subject bibliographies. Albany, 1899.

John Crerar library, Chicago.

...A list of bibliographies of special subjects... Chicago, 1902.

Courtney, William Prideaux.

A register of national bibliography... London, 1902-12. 3v.

A subject index to bibliographical literature, with special reference to British and American sources.

A list of the subject bibliographies which have appeared during the year is included in the *American library annual*. It is arranged alphabetically by subjects.

The best cyclopedias and dictionaries of special subjects are as important for their bibliographical notes as for their articles, and are more convenient to use than special bibliographies when information as to the standard books on a subject is sought.

A few of the most important bibliographies of early printed books and other rare and valuable books are described in A. B. Kroeger's *Guide to the study and use of reference books*. 2d ed., 1908, in the section *Bibliography*. A fuller list appears in *Selected national bibliographies* published by the New York State Library School, Albany, 1908.

The most useful one is:

Brunet, Jacques Charles.

Manuel du libraire et de l'amateur de livres. 5. ed... Paris, 1860-65. 6v.

— — — — — Supplément... Paris, 1878-80. 2v.

A useful reference book which was published as a supplement to Brunet's *Manuel* is:

Deschamps, Pierre.

Dictionnaire de géographie, ancienne et moderne... Paris, 1870.

A few important standard bibliographies are here listed:

#### GENERAL

Sonnenschein, William Swan.

The Best books; a reader's guide to the choice of the best available books... in every department of science, art and literature... London, 1910-12. v. 1-2.

To be completed in 3 v.

Not yet convenient to use for lack of the index.

...A. L. A. catalog, 8,000 volumes for a popular library... Washington, 1904. 2v. in 1.

A. L. A. catalog, 1904-1911...Chicago, 1912.

John Crerar Library.

A list of books in the reading room, 1909. Chicago, 1909.

#### PHILOSOPHY

Rand, Benjamin, comp.

Bibliography of philosophy, psychology and cognate subjects. N. Y. 1905. 2v.

Being v. 3 of Baldwin, J. M., ed. Dictionary of philosophy and psychology. N. Y. 1901-1905.

#### SOCIOLOGY

Harvard University.

A guide to reading in social ethics and allied subjects; list of books and articles selected and described for the use of general readers by teachers in Harvard University. Cambridge, Mass. 1910.

#### ETHNOLOGY

Ripley, W. Z.

A selected bibliography of the anthropology and ethnology of Europe. N. Y. 1899.

#### ART

Sturgis, Russell.

Annotated bibliography of fine art; painting, sculpture, architecture, arts of decoration and illustration, by Russell Sturgis; music by H. E. Krehbiel; ed. by George Iles. Boston, 1897.

#### LITERARY CRITICISM

Gayley, Charles Mills, & Scott, F. N.

Introduction to the methods and materials of literary criticism; the bases in æsthetics and poetics. Boston, 1899.

#### ROMANCES

British museum—Manuscripts, Dept. of.

Catalogue of romances in the Department of manuscripts in the British Museum, by H. L. Ward. London, 1893-1910. v. 2-3.  
v. 1 wanting.

#### ENGLISH LITERATURE

The most useful sources of bibliographical information for English literature are the *Cambridge history of English literature* (in the extensive bibliographies for each chapter) and Leslie Stephen's *Dictionary of national biography*.

#### ENGLISH FICTION

Baker, Ernest Albert.

A guide to the best fiction in English... New ed... London, 1913.

Baker, Ernest Albert.

History in fiction... London, 1907. 2v.

Nield, Jonathan.

A guide to the best historical novels and tales... 4th ed. N. Y. 1911.

#### FRENCH LITERATURE

Lanson, Gustave.

Manuel bibliographique de la littérature française moderne, 1500-1900. Paris, 1909-14. 5v.

#### CLASSICAL LITERATURE

Engelmann, Wilhelm, comp.

Bibliotheca scriptorum classicorum. 8. aufl... 1700-1878... Leipzig, 1880-82. 2v.

Klussmann, Rudolf.

Bibliotheca scriptorum classicorum... 1878-1896... Leipzig, 1909-13. 2v. in 4.

#### HISTORY

Adams, Charles Kendall.

Manual of historical literature... descriptions of the most important histories... 3d. ed. N. Y. 1889.

Langlois, Charles Victor.

Manuel de bibliographie historique... Paris, 1901-1904. 2v.

#### EUROPE

American historical association—Committee on bibliography.

Union list of collections on European history in American libraries, compiled... by E. C. Richardson... Trial ed. Princeton, N. J. 1912.

Chevalier, Ulysse.

Répertoire des sources historiques du moyen âge... bio-bibliographie. Nouvelle éd... Paris, 1905-07. 2v.

Chevalier, Ulysse.

Répertoire des sources historiques du moyen âge: topo-bibliographie. Montbéliard, 1894-1903. 2v.

## ENGLAND

Gross, Charles.

Sources and literature of English history from the earliest times to about 1485. London, 1900.

## UNITED STATES

Channing, Edward & others.

Guide to the study and reading of American history... Rev. ed. Boston, 1912.

Larned, Josephus Nelson.

The literature of American history... Boston, 1902.

## CURRENT BIBLIOGRAPHIES

Bibliographies appearing at regular intervals, recording the new literature of a subject, supplement the more comprehensive bibliographies. Of the current bibliographies which this library regularly receives the more extended ones are listed in the catalogue under the subject heading *Bibliographies, Current*.

An annotated list of *Subject bibliographies appearing regularly in periodicals* by Mary Josephine Booth, appeared in the *Bulletin of bibliography*, July, 1909-July 1910, v. 5, p. 199-203; v. 6, p. 5-6, 41-42, 81-83, 113-116.

## BIBLIOGRAPHIES OF PERIODICALS

British Museum—Dept. of printed books.

Catalogue of printed books: Periodical publications. 2d. ed. London, 1899-1900. 2v.

Being v. 56-57 of the Catalogue.

Titles grouped under places of publication, the latter arranged alphabetically with a title index.

Bolton, Henry Carrington.

Catalogue of scientific and technical periodicals. 1665-1895... 2d. ed. Washington, 1897.

Severance, Henry Ormal, comp.

A guide to the current periodicals and serials of the United States and Canada. 3d. ed. Ann Arbor, Mich. 1914.

A useful collection of lists of serials in various libraries may be found in the Cataloguing Room.

## BIBLIOGRAPHIES OF GOVERNMENT DOCUMENTS

### AMERICAN.

The most convenient list of United States public documents is:  
U. S.—Documents, Superintendent of.

Check list of United States public documents, 1789-1909. 3d ed.  
rev... Washington 1911- v. 1-  
v. 2: Index, not yet published.

Other bibliographies of public documents will be found in the catalogue under the subject heading *U. S. Government publications*.

*Indexes* to government documents are considered in the chapter on *Indexes*, p. 61.

### DOCUMENTS OF THE STATES.

Bowker, Richard Rogers.

State publications. N. Y. 1908. 4v.

In the Cataloguing Room.

U. S.—Library of Congress—Documents, Division of.

Monthly list of state publications 1910- Washington, 1910- v. 1-  
In the Cataloguing Room.

### ENGLISH PUBLIC DOCUMENTS

King, *firm, publishers, London*.

Catalogue of parliamentary papers, 1801-1900... London, 1904.  
— 1901-1910... London, 1912.

Supplemented by King's *Annual list* and *Monthly list*.

In the Newspaper Room.

See also other entries in the card catalogue under *Great Britain. Government publications*.

## BIBLIOGRAPHIES OF SOCIETY PUBLICATIONS

### GENERAL

British Museum—Dept. of printed books.

Catalogue of printed books: Academies. London, 1885-86.

British Museum—Dept. of printed books.

Catalogue of printed books. Supplement: Academies. London, 1900.

Publications of learned societies and institutions are entered here under the cities in which they are located in alphabetical order, with a title index.

#### ENGLISH

Yearbook of the scientific and learned societies of Great Britain and Ireland... London, 1884- v. 1.

Bohn, Henry G.

An appendix relating to the books of literary and scientific societies. (In Lowndes, W.T. Bibliographer's manual of English literature. 1871. v. 4, app.)

#### AMERICAN

Handbook of learned societies and institutions: America. Washington, D. C. 1908.

### TRADE CATALOGUES

Bibliographies compiled for the purpose of giving information to buyers and sellers of books, about editions, publishers, and prices, are called *trade bibliographies*.

The most useful trade catalogues for finding the prices of books *in print* are:

#### UNITED STATES

The United States catalog; books in print January 1, 1912...3d ed. Minneapolis, 1912.

Previous editions 1900, 1903.

On the dictionary case at the door of the Cataloguing Room.

The United States catalog is supplemented by

Cumulative book index; annual cumulation 1912-

Cumulative book index; bi-monthly.

In the Cataloguing Room.

Publishers' weekly: The American book trade journal.

In the Newspaper Room.

The Publishers' weekly issues a *Spring announcement number* and a *Fall announcement number*. These list by author and title with price and publisher books announced for early publication.

The *Publishers' trade list annual* consists of the trade lists of American publishers arranged alphabetically by the firm name. It is generally issued in August. It has no general index.

#### ENGLAND

The *Reference catalogue of current literature* consists of the trade lists of English publishers arranged alphabetically by the firm name.

It has a general author, title and subject index. It is issued every few years. The latest issue was in 1913.

Information in the Reference catalogue is supplemented by:

English catalogue of books (annual).

Publishers' circular (weekly).

The last number for each month contains a "monthly list of new books under author's name, title of work, and subject, in one alphabet."

#### FRANCE

Lorenz, Otto Henri.

Catalogue général de la librairie française... 1840- Paris, 1867-  
v. 1-

Supplemented by

Mémorial de la librairie française; revue hebdomadaire...

Cumulated monthly and annually.

Federn, Robert.

Répertoire bibliographique de la littérature française des origines à 1911... Leipzig, 1913.

A selected alphabetical list of French publications in print.

#### GERMANY

Kayser, Christian Gottlob.

Vollständiges bücher-lexicon... 1750- Leipzig, 1834-  
Issued in four year periods.

Supplemented by

Hinrichs' halbjahrs-katalog...

Deutscher literaturkatalog, 1914-1915. Leipzig, 1915.

A *selected* alphabetical list of books in print giving publishers and prices.

Other trade catalogues are listed in the following publications:  
New York (state)—State library school.

Selected national bibliographies. 2d ed. Albany, 1908. (Library school, Bulletin, no. 26.)

Peddie, Robert Alexander.

National bibliographies; a descriptive catalogue of the works which register the books published in each country... London, 1912.

#### KEY TO ABBREVIATIONS IN TRADE CATALOGUES

Walter, Frank K.

Abbreviations and technical terms used in book catalogs and in bibliographies. Boston, 1912.

## NOTES FOR STUDENTS ABOUT COMPILING BIBLIOGRAPHIES

A bibliography *must be* accurate and definite in its information. Its form and content depend upon its purpose, but without accuracy and definiteness its whole object is defeated.

In compiling a bibliography keep its purpose constantly in mind. Do not let the interest in collecting beguile you into an unreasoning accumulation of titles.

Make at least a rough working plan before beginning your bibliography. Decide whether you need, for your purpose, to collect all available material, or whether any limitation of time or place or language or treatment may be determined upon at the outset.

The *form* of a bibliography is equally affected by its object. Decide whether it will better serve its purpose in alphabetical or chronological or classified order.

Whatever the form and content of a bibliography as a whole, the form of entry of each title remains practically the same, varying as a rule only in fullness. The order of each entry should be author, title, imprint (i. e. the place of publication, the name of the publisher and the date of publication, usually printed at the foot of the title page). For the *simplest* bibliographical note, author, title and date of publication\* are sufficient. The ordinary bibliography should give author, title, edition, place of publication, date of publication, number of volumes (if more than one). It is important to include the publisher if the bibliography is to be used as a buying list. A bibliography of rare books needs a very full description of each title. Practical directions for full bibliographical entries are given in George Watson Cole's *Compiling a bibliography*. New York, 1902.

When the bibliographical entry is for part of a book or for an article in a periodical, the form of entry is less definitely fixed by usage.

Here follow a few such entries in good form:

Wyer, James Ingersoll, jr.

Practical bibliography. (In *Bulletin of bibliography*. 1902. v. 3, p. 21-23.)

James, Henry.

Views and reviews. Boston, 1908. *The poetry of William Morris*, p. 63-80.

*or*

James, Henry.

The poetry of William Morris. (In his views and reviews. Boston, 1908. p. 63-80.)

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\*If the work is in more than one volume with different dates of publication, give the inclusive dates.

Stevenson, Robert Louis.

Style in literature. (In Brewster, W. T. ed. Representative essays. 1905. p. 262-283.)

Note each title on a separate slip. This permits flexible arrangement and quick handling of material. Note the source of the information at the bottom of the slip for purposes of verification.

If the bibliography is to be extensive and much used, it may be most easily handled in a box suited to the size of slips used, with guides to separate the different groups of slips. Use a rough classification at first, making a more careful arrangement of material after all has been examined.

Brief bibliographies may be conveniently kept in envelopes suitably labeled.

If you attempt an exhaustive bibliography, limit your field sufficiently so that your work may be thorough. An exhaustive bibliography generally needs critical and descriptive notes to indicate the value and scope of the entries.

To compile a bibliography of the standard authorities on a subject, a careful study of the critical literature of the subject is necessary.

Useful suggestions for handling debate material will be found in W. T. Foster's *Essentials of exposition and argument*, 1911, and in J. H. Gardiner's *The making of arguments*, 1912.

In preparing a reading list on a subject, consider each entry not only in relation to its suitability for the reader for whom the list is intended, but also in relation to the other books on the list.

**GATHERING MATERIAL.** Generally the first step, after the purpose and character of the bibliography has been defined, is to find what other bibliographies of the subject are available. Every catalogue is itself a bibliography and the section of the library catalogue which concerns your subject is the first to be examined. If the subject does not appear as a heading in the catalogue, look under a more general subject which will include it.

The resources of the Library are not exhausted by searching the catalogue only. Reference books, periodicals, newspapers and pamphlet material are also to be kept in mind. Pamphlets sufficiently important are catalogued and treated as books in this library, but less important pamphlets are classified only and placed in pamphlet boxes on the shelves just before the books on the same subject.

Examine the most comprehensive work on the subject with its accompanying bibliographies and foot notes.

Further material may be found by consulting other bibliographies and the catalogues of other libraries.

After the titles have been collected, examine the books themselves, add descriptive or critical notes when needed and group the titles according to the arrangement chosen. If any title which has not been examined is included for any reason, note the fact that it has not been examined.

## INDEXES

### INDEXES TO PERIODICALS

The general periodical indexes are on the Index Table in the north wing. The four series which we have are:

1. Poole's index...1802—Jan. 1882.  
    "    "    1st sup. 1882-87.  
    "    "    2d sup. 1887-92.  
    "    "    3d sup. 1892-96.  
    "    "    4th sup. 1897-1902.  
    "    "    5th sup. 1902-1906.
2. Readers' guide...1900-1904.  
    "    "    1905-1909.  
    "    "    (annual), 1910-  
    "    "    (monthly).

Beginning with 1905 the *Readers' guide* indexes with periodicals a number of reports and composite books (collections of essays, lectures, travel, sketches, etc.), thus forming a supplement to the *A. L. A. Index to general literature*.

3. Readers' guide...supplement 1913-

Published in January, March, May, Sept. and November.  
Indexes periodicals *not included* in the Readers' guide.

4. Magazine subject index... v. 1- 1908-

Contains the cumulation of the subject index in the quarterly numbers of the *Bulletin of bibliography*.  
Vol. 1 forms a basic volume, indexing forty-four periodicals from their first issues to Dec. 31, 1907 and thirty-five for the year 1907.

Annual magazine subject-index 1909-

Includes as pt. 2 the Dramatic index for 1909-

The magazines in this Library which are included in these indexes are listed with their call numbers on typewritten sheets on the Index Table.

The more special periodicals are not indexed in the *Reader's guide*. Some have separate indexes and others are entirely unindexed.

## INDEX TO BOOK REVIEWS

Book review digest; devoted to the valuation of current literature (monthly).

Cumulated annually.

Contains abstracts of book reviews from over fifty periodicals.

See also current bibliographies of special subjects.

## INDEXES TO NEWSPAPERS

The Library has the following newspaper indexes:

New York Tribune. Index 1894-1906.

No more published.

Street's pandex of the news; a cumulative index and digest of the newspapers of the United States...1908- Nov. 12, 1909.

No more published.

Evening Post. Editorial index of the New York Evening Post. 1907-

Continued annually.

New York Times. Index. 1913-

Quarterly.

These indexes are kept in the basement near the newspaper files in the northwest corner of the north wing.

## INDEX TO CURRENT EVENTS

Information: a digest of current events including index to dates; issued monthly—also in quarterly cumulation. 1915-

Current numbers are on the Index Table in north wing.

## INDEXES TO BOOKS

### POETRY

Granger, Edith, ed.

An index to poetry and recitations... Chicago, 1904.

### DRAMA

A useful title index to plays is included in the printed catalogue of the Peabody Institute Library under *Drama*.

## ESSAYS

American library association—Publishing section.

The "A. L. A." index. An index to general literature...essays... reports and publications of boards and societies... 2d ed...brought down to Jan. 1, 1900. Boston, 1901.

— — — — — Supplement 1900-1910. Chicago, 1914.

Supplemented by the *Readers' guide*, which indexes not only periodicals but also a number of reports and composite books.

## PORTRAITS

A. L. A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne. Washington, 1906.

The list of books indexed is checked for books in this library.

## INDEXES TO GOVERNMENT DOCUMENTS

The most useful of the general indexes to United States government documents are:

U. S.—Documents, Supt. of.

Tables of and annotated index to the congressional series of United States public documents. Washington, 1902.

"Contains a list of, and an index to, the documents of the Fifteenth to the Fifty-second Congress . . ."

U. S.—Documents, Supt. of.

Comprehensive index to the publications of the United States government, 1881-93... Washington, 1905. 2v.

Continued by the *Catalogue of the public documents*.

U. S.—Documents, Supt. of.

Catalogue of the public documents of...Congress and of other departments of the government of the United States for the period March 4, 1893- Washington, 1896- v. 1-

Continuation of the *Comprehensive index*.

Binder's title: *Document catalogue*.

The indexes to United States government documents will be found in the catalogue under the subject heading *U. S. Government publications. Indexes*.

These indexes are conveniently listed and annotated in a pamphlet by James I. Wyer, jr., *United States government documents*. Albany, N. Y. 1906. The most important department indexes as well as the general indexes are represented.

Important indexes to material on *special subjects* in United States government documents are:

Hasse, Adelaide Rosalie.

Index of economic material in documents of the states of the United States... Washington, 1907- v. 1-

In progress.

Hasse, Adelaide Rosalie.

Index to United States documents relating to foreign affairs, 1828-1861. Washington, 1914- v. 1-

In progress.

To be completed in 3 v.

#### INDEXES TO PUBLICATIONS OF SOCIETIES AND INSTITUTIONS

The indexes to periodicals include the publications of some societies and institutions.

Lists of the publications of societies and institutions are referred to in the chapter on Bibliographies, p. 54-55.

The subject index to the *Catalogue of scientific papers* of the Royal Society of London, and the Index to A. P. C. Griffin's *Bibliography of American historical societies* are among the most important indexes to society publications in this library.

Many individual societies publish indexes to their own publications. These will be found listed in the bibliographies of the publications of the societies.

#### LIBRARY STAFF

##### ORGANIZATION

The Librarian is in charge of the general library policy. She is the director of the library staff and has immediate charge of the order department, the reception of gifts and the library budget. She is prepared to confer with the various departments about their library needs and to advise them about securing appropriations to meet them. She is very glad to receive at any time suggestions which look toward the greater usefulness of the Library.

The Associate Librarian is in charge of inter-library loans and exchanges, reads the auction and secondhand book catalogues, and is in charge of the acquisition of rare and out of print books and government documents. She revises the classification and cataloguing of the books, plans and arranges exhibitions, builds up the collections of book-plates and Vassariana, handles the pamphlet material and plans the arrangement of books on the shelves.

The Reference Librarian's main duty is to try to help the students to use the library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is

glad to help in the selection of editions of books for their own libraries. The Reference Librarian also superintends the work of the Loan Desk and the student shelf assistants and revises the arrangement of cards in the catalogue and the shelf list.

The Assistant Librarian receives and cares for the new books and periodicals, superintends the work of plating, labeling and mending books, keeps the department accounts and has charge of the binding.

The Cataloguer assigns the classification and book numbers which determine the place a book will take on the shelves, prepares the copy for typewritten cards for the catalogue and assigns the subject headings. The cards printed by the Library of Congress are used as far as they are obtainable for our books.

The Assistant Cataloguer helps also with the binding and at the Loan Desk.

The two Loan Desk Assistants keep the records of all books not in their regular places. They charge and discharge books, reserve books needed for special classes, and answer questions about the location of books. Inquiries about the use of books and the use of the catalogue should be made at the Reference Desk.

## LIBRARY HANDBOOKS

The inexperienced student may find the following books helpful in learning how to use the library.

Kroeger, Alice Bertha.

Guide to the study and use of reference books. N. Y. 1908.

Ward, Gilbert O.

The practical use of books and libraries; an elementary manual. 2d ed. Boston, 1914.

"... very elementary instruction for young persons, such as high school students ... who do not know how to use books and libraries."

Fay, Lucy E. & Eaton, A. T.

Instruction in the use of books and libraries; a text-book for normal schools and colleges. Boston, 1915.

Treatises on bibliography, histories of books and libraries, the bibliography of special subjects will be found under their proper headings in the catalogue.

## SUGGESTIONS

The Library, perhaps even more than any other department of the College depends for its educational value, less upon the opportunities

offered than upon the use which is made of them. If all who use the Library, work together to preserve the serene and studious atmosphere which the stately building with its well-filled shelves naturally creates, the place remains a source of satisfaction and inspiration to everyone who comes to it. If even a few come without regard for its quiet and dignity, they destroy the peace of all. If a few disregard the regulations about registration of books, all suffer from it. If a small number handle books carelessly, all lose the pleasure of having well cared for books to use.

#### BOOK BUYING

**NEW Books.** The regular trade publications attempt to list all books as they appear. Selected lists of new books are published in various periodicals. Useful lists are those published in the *Dial* (fortnightly) and the *New York Times Review of Books* (weekly).

The *Book Review Digest* (monthly) is the most convenient place to find reviews of specific books.

The *Athenæum*, the *Nation*, and the *Dial* contain good reviews of current literature, also the *Academy*, *Saturday Review*, *Spectator* and the *New York Evening Post* in each Saturday issue. The *A. L. A. Booklist* is a briefly annotated selection of new books from the point of view of the small library.

The best book reviews are generally found in the journals devoted to special subjects.

Some of the latest catalogues received from publishers are on file in the Newspaper Room.

**OLD Books.** Secondhand book shops and the catalogues of secondhand book dealers give the best opportunities for securing attractive editions of old books. The Library receives a large number of such catalogues. They are filed in the Newspaper Room; the American, English, French, German, Dutch and Italian dealers in separate groups.

#### NOTE TAKING

Seward, S. S.

Note taking. Boston, 1910.

Langlois, C. V., & Seignobos, C.

(Note taking.) (In their *Introduction to the study of history* tr. by G. G. Berry. N. Y. 1904. p. 101-105.)

#### MANUALS FOR AUTHORS

Booth, William Stone.

A practical guide for authors in their relations with publishers and printers. Boston, 1907.

Chicago University Press.

Manual of style...3d ed. Chicago, 1911.

Collins, F. Howard.

Authors' and printers' dictionary... 4th ed. rev. by H. Hart. London, 1912.

Manly, John Matthews & Powell, J. A.

A manual for writers... Chicago, 1913.

Putnam, George Haven.

Authors and publishers; a manual of suggestions...3d ed. N. Y. 1884.

Wilson, Louis N.

Preparing manuscript for the press. (In Clark University Library. Publications. January 1905. v. 1, p. 119-130.)

#### A FEW BOOKS ABOUT READING

Bacon, Francis.

Of studies. (In his *Essays* ed. by M. A. Scott. N. Y. 1908. p. 233-235.)

Baldwin, James.

The book lover... Chicago, 1902.

Brandes, Georg.

On reading; an essay. N. Y. 1906.

Bury, Richard de.

Philobiblon...ed. and tr. by E. C. Thomas... N. Y. 1889.

Emerson, Ralph Waldo.

Books. (In his *Society and solitude*. Boston, 1892. p. 181-210.)

Harrison, Frederic.

Choice of books... London, 1896.

Ireland, Alexander, ed.

The book-lover's enciridion... London, 1890.

#### A FEW BOOKS ABOUT BOOKS

Bouchot, Henri.

The printed book, its history, illustration, and adornment...tr ...by E. C. Bigmore... London, 1887.

Clark, John Willis.

The care of books...2d ed. Cambridge (England) 1903.

Crane, Walter.

Of the decorative illustration of books old and new...3d ed. London, 1911.

Davenport, Cyril James H.

The book, its history and development. N. Y. 1908.

Duff, Edward Gordon.

Early printed books. London, 1893.

Herbert, John Alexander.

Illuminated manuscripts. London, 1911.

Holme, C. Geoffrey, ed.

Modern book illustrators and their work... London, 1914.

Madan, Falconer.

Books in manuscript... London, 1893.

Morris, William.

The ideal book; an address. N. Y. 1899.

Pollard, Alfred William.

Fine books... London, 1912.

Savage, Ernest Albert.

Old English libraries; the making, collection and use of books during the middle ages... London, 1911.

The *suggestions* made in this handbook are not to be taken as *directions*. The working methods which best suit one person may be ill suited to another. The end to keep in view is neither the learning of library methods nor acquaintance with a large number of books but the ability to find one's way among books with skill and to use them effectively.

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